

User Manual

FCI HRMS

Module Name: Performance Management System

Version: 2.2



Prepared By:	Shilpi Garg
Business Owner:	Food Corporation of India
Project Manager:	Dinesh Kumar



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1. Introduction

The HRMS (Human Resource Management System) is a type of HR software that enables the management of several HR functions through the use of information technology. An HRMS aims to improve the productivity and efficiency of the business through the automation of manual and repetitive tasks. This, in turn, also frees up the time which can then be used to address more strategic, business-critical tasks. This document is intent to contain the working and usability descriptions related to the Performance Management System processes identified and documented in System Requirement Specification document in the form of a user manual.

1.1. Objective

The following objectives shall be fulfilled with the user manual

- Serve as a standard document for FCI employees to gain experience in adopting the Performance Management processes in HRMS
- Provide comprehensive details about working on different Performance Management processes and managing exceptions and alerts as per different processes.
- Reveal the user experience for working with the Performance Management processes and act as a reference for users to reinforce working tactics with the Performance Management process area as per requirement.

1.2. Target Audience

- FCI Officers and FCI Employees

2. Overview

Performance management is completely policy driven, and most likely a compliance requirement for promotions, special increments etc. since APAR (Annual Performance Assessment Report) is not directly linked to job performance. Annual Performance Assessment Reports are done usually using 2 different formats, for managers (Cat I & II) and non-managers (Cat III, APAR Performa III) respectively. While Manager Appraisal is driven by self-appraisal and broadly touches up on larger objectives of FCI and integrity aspects, the non-Manager appraisal is driven by rating of Individual attributes by the Reporting Officer, i.e., ratings of specified skills that are needed to perform their tasks and compliance to minimum performance standards set. The existing PAR is questionnaire based leading to a final grading based on a 5 point scale for Managers (Outstanding, Very Good, Good, Fair, Poor) & 4 point scale for non-Managers (Very Good, Good, Fair, Poor) respectively and both lead to generating a final score (number).

Performance management will be integrated with the SPARROW system which is developed for Category I and II employees. Though HRMS Performance management will be implemented for category I, II, III and IV employees, however for

- Category I and II APAR process will be run in SPARROW.
- Category III and IV APAR process will be run in HRMS application.

Category I and II APAR ratings will be saved in HRMS application for future reference purpose.

3. Getting Started

3.1. Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above

Browsers Supported: IE 9, 10+, Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, and Safari 4+ on Mac 10.5.7+

Minimum Software Requirements: IE 9, 10+ Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, Safari 4+ on Mac 10.5.7+

Minimum Hardware Requirements: CPUs- Intel i3, RAM- 8GB, Disk Storage- 164GB (64GB for File Storage, 100GB for database storage)

3.2. Know Your Icons

Table 3.1 reflects the set of icons that have been used in HRMS application

Icons	Descriptions
	It will allow editing a record.
	It will allow reviewing the submitted record/request.
	It will allow approving the submitted record/request.
	It will allow viewing the details of the record/request in readable form.
	It will allow processing a request like Annual Increment of the employee.
	It will allow defining the employee compensation i.e. salary break-up of new joined employee's.
	It will allow viewing the uploaded document.

Table 3.1 Icons

3.3. User Access and Permissions

HRMS user access and permissions is managed by a specialized workflow management system that is further supplemented with roles and permissions. The User Management Process (SRS_HRMS_CH_02) has been coined as the centralized access manager where employees are provided various roles and permissions to access different set of features. Table 3.2 showcases the permission and user access provisions in general to HRMS Processes

User Profile	Employee Self Service		Manager Self Service		
	View	Add*	View	Add/Edit	Approval
HRMS Admin	Yes	Yes	Yes	Yes	No
Employee (ESS)	Yes	Yes	No	No	No
Manager (MSS)	No	No	Yes	Yes	Yes**
Competent Authority	No	No	Yes	No	Yes

Table 3.2: User Profile and Permissions

*(Add permission also provides an additional permission of Edit to update records by resubmission)

** (A manager who is a part of the reviewing or approving authority shall be able to perform approvals)

Table 3.3 defines the provision of different roles assigned as per the permissible architecture of HRMS application. A user role basically describes the user access of what the user can navigate around in the HRMS application. The user permissions as described in Table 3.2 combines with

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user roles to allow the user to “navigate” and “perform” the nature of processes as per the delegated power.

User Profile	Employee Self Service			Manager Self Service		
	Initiator	Reviewer	Approver	Initiator	Reviewer	Approver
HRMS Admin	Yes	NA	NA	Yes	No	No
Employee (ESS)	Yes	NA	NA	No	No	No
Manager (MSS)*	No	NA	NA	Yes	Yes	No
Competent Authority	No	NA	NA	No	Yes	Yes

Table 3.3 User Profile and Roles

*(For some process, the manager can initiate a transaction from the MSS on behalf of the employee but not based on grounds of request)

3.4. Accessing the system / System Organization and Navigation (Login, ESS and MSS)

- User shall access the HRMS application as per the shared website address (<https://www.hrmsfci.in/login>) and provide the credentials in the form Login ID (Employee Number) and Password as shared by FCI Computer/IT section as shown in Figure 3-1

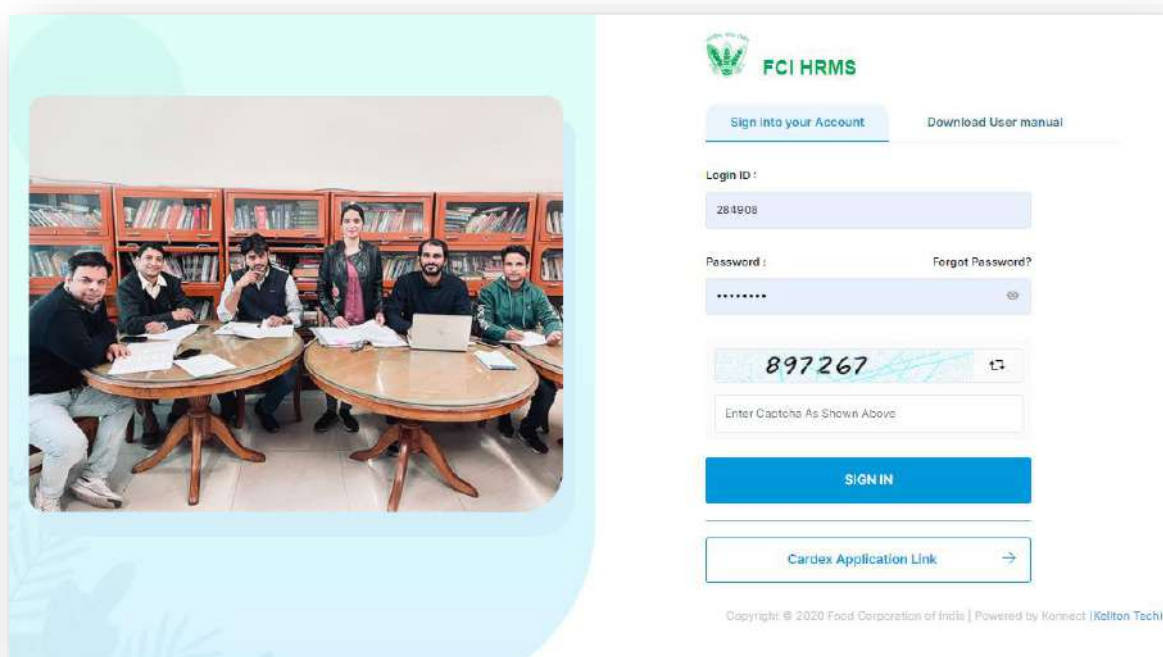


Figure 3.1 Login Screen

- Enter Login credentials, Captcha (Enter number here as shown in Figure 3.1) and Click on **SIGN IN** to Log in to the system.
- Post Login, employee will land on the Home Page as shown in Figure 3.2

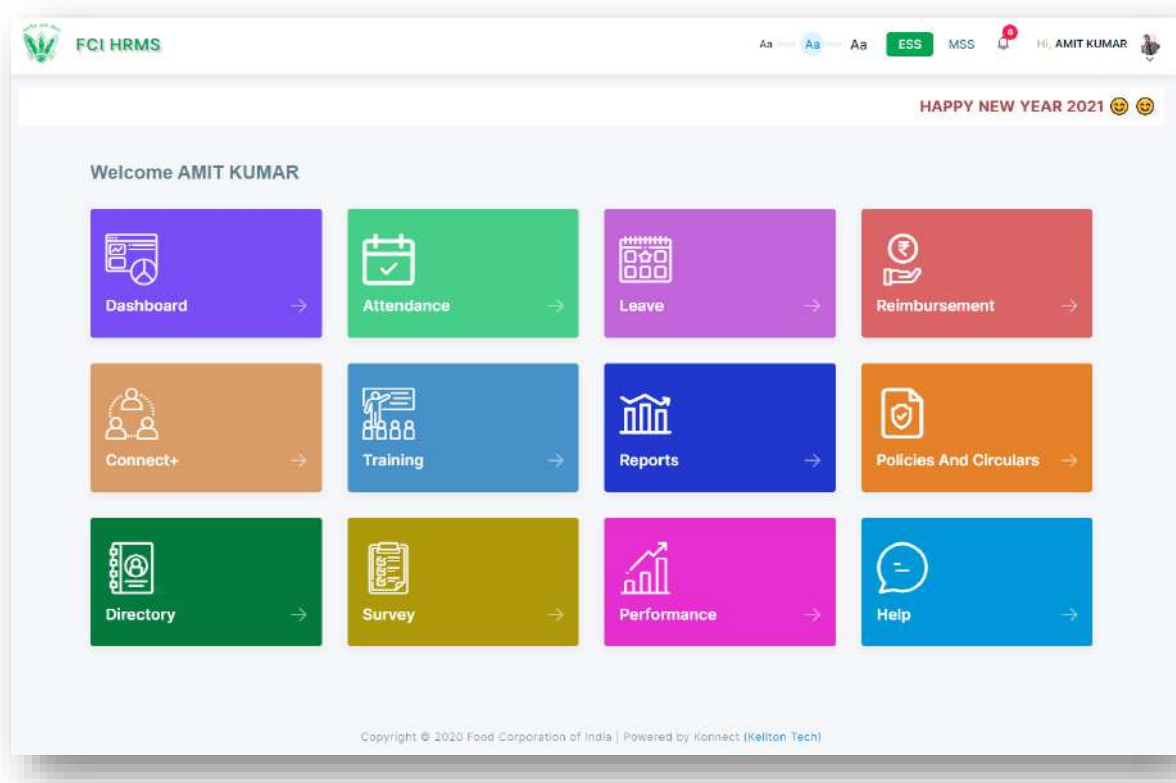


Figure 3.2 Home Page

- Based on the user credentials and permissions assigned to the employee, an employee shall be able to access the Employee Self Service by clicking the **Dashboard** link as shown in Figure 3.2 to land on the ESS – Employee Dashboard as shown in Figure 3.3.

Employee Self Service (ESS) - Employee Dashboard

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The screenshot shows the FCI Human Resource Management System (HRMS) Employee Dashboard (ESS). The interface includes a navigation menu on the left with options like Home, User Manual, Video Tutorial, My Dashboard, Directory, Core HR, Compensation and Benefits, Performance Management, Leave Management, Payroll and Advances, Employee Relations, Talent Management, Learning and Development, Survey, Connect +, Policies and Circulars, Retirement Benefit Calculator, and Survey and Polls. The main content area is divided into several sections:

- E-Notice:** A list of notices including 'WFH implementation', 'Work from home', 'Leave Encashment Policy Details', 'Introduction to encashment of leave', and 'test'.
- My Pending Requests:** A table listing requests with columns for Request ID and Request Name. The requests are:

REQUEST ID	REQUEST NAME
CCSB1	CPF Composite Claim Request
CCSB9	CPF Composite Claim Request
CCSB0	CPF Composite Claim Request
CCSB8	CPF Composite Claim Request
CCSB5	CPF Composite Claim Request
- My Time:** A calendar for February 2021 showing attendance status for each day. The calendar indicates 'Absent' for most days and 'Week-Off' for weekends. A legend below the calendar defines the status colors: Leave (orange), Today (blue), Absence (red), Weekends (grey), Attendance (green), Holiday (light blue), and Late Coming (purple).
- Upcoming Holiday:** A widget showing '26 FEB Hazrat Ali's Birthday'.
- Attendance:** A section showing 'Last In/Out Time' with 'Check In' (05:53:00) and 'Check Out' (07:53:00) for 18 December, 2020.
- Happy Birthday!!:** A section with birthday greetings for 'HUKUM CHAND MEENA' (Assistant Grade - I) and 'GEORGE MINJ' (Manager).

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Figure 3.3 ESS - Employee Dashboard

- If an employee has been assigned the roles and responsibilities of a manager or competent authority, then by clicking the **MSS** link on the top right corner of the HRMS application as shown in Figure 3.2, the employee with the permissions of a manager shall navigate to the MSS – Manager Dashboard as shown in Figure 3.4.

Manager Self Service (MSS Manager Dashboard)

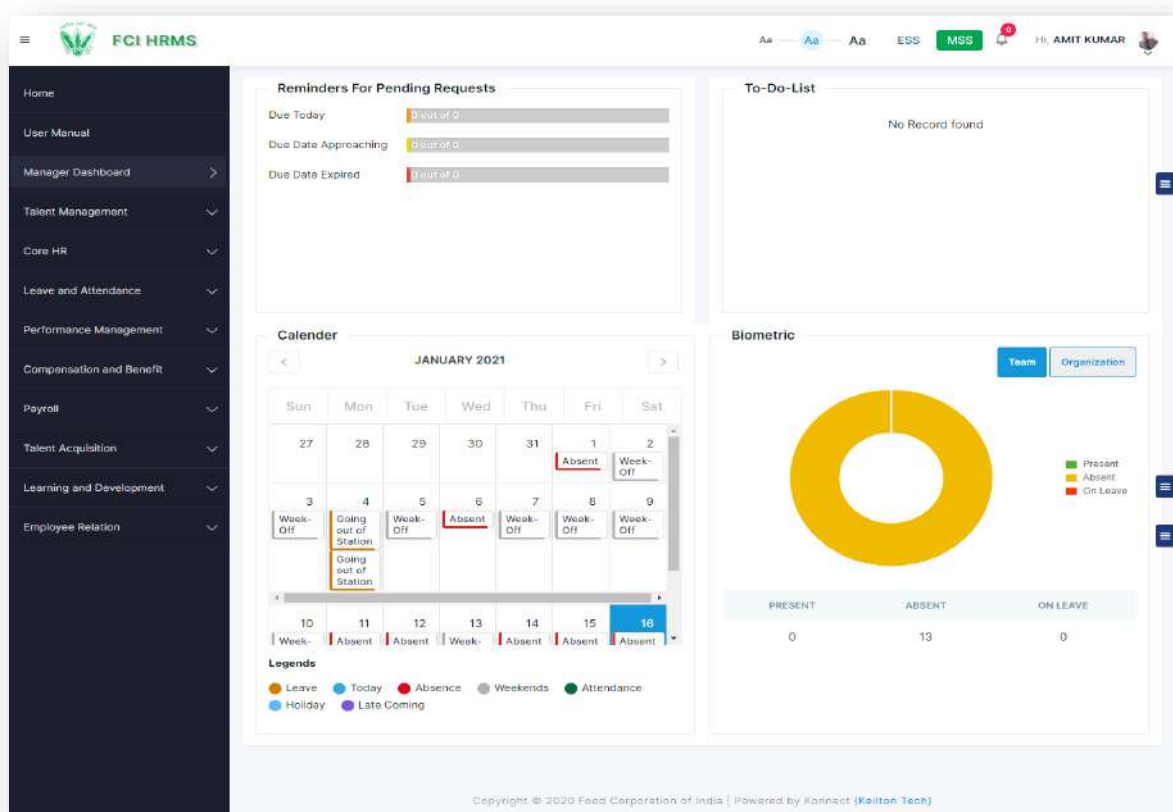


Figure 3.4 Manager Dashboard

3.5. Exiting the System

When the employee would like to exit from the HRMS application, then employee shall click on **Sign Out** to log out of the system as shown in Figure 3.5

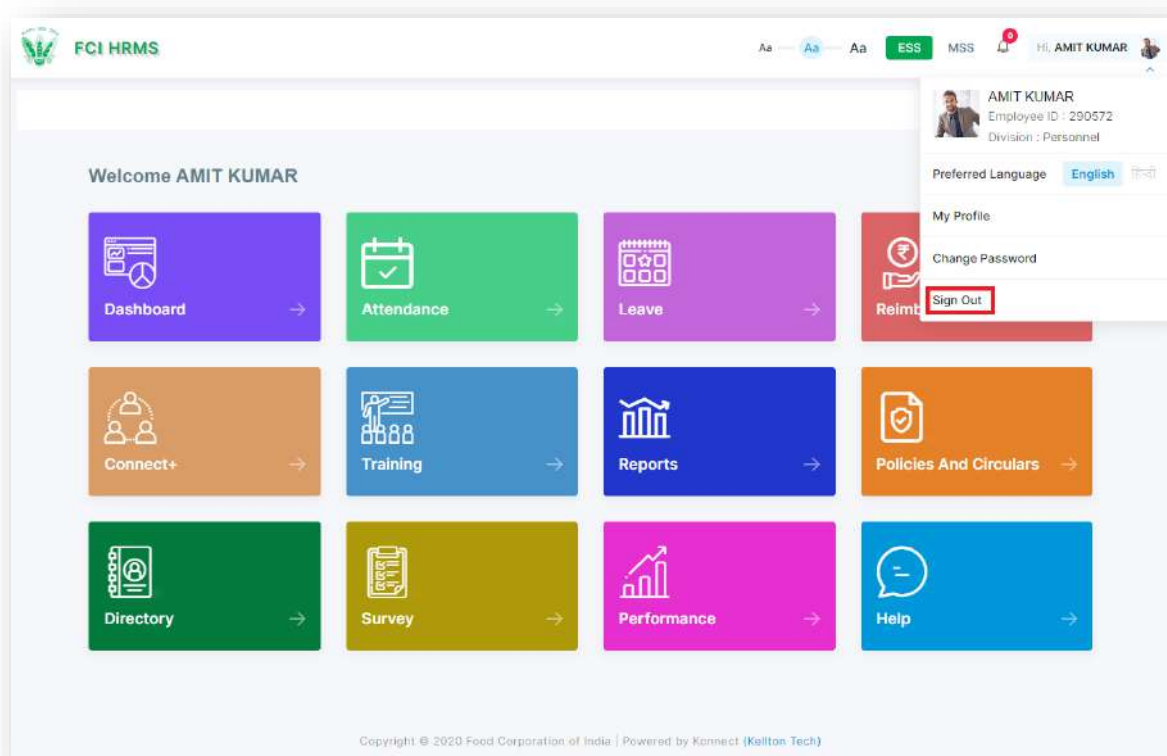


Figure 3.5 : Sign Out

- The user shall navigate to Login Page as shown in Figure 3.5 on successful log out.
- An employee shall automatically logout from the application if it remains idle due to inactivity for a longer period of time (approx. 20 minutes)

3.6. HRMS Login Configuration

HRMS Login are handled using OAuth 2.0 protocol. The user credentials entered by user is passed on internet to HRMS System for validation and after successful validation a token is generated and shared to the application to use it at the time of every new server interaction to validate the user credentials. The login activity has few timeout settings as illustrated below.

- **Access token Lifespan** – These is the setting for capturing the lifespan of Access token before it gets expired. Before access token gets expired a refresh process is triggered to get the new access token to keep the session alive until user logout of the session. Default is set to 1 hour.
- **SSO Session Idle** - These is the setting for time a user session can be idle before it gets expired. Default is set to 1 hour.

These are timeout settings implemented at Key cloak IAM interface.

4. Using the System

Performance management is completely policy driven, and most likely a compliance requirement for promotions, special increments etc. since APAR (Annual Performance Assessment Report) is not directly linked to job performance. Annual Performance Assessment Reports are done usually

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using 2 different formats, for managers (Cat I & II) and non-managers (Cat III, APAR Performa III) respectively. While Manager Appraisal is driven by self-appraisal and broadly touches up on larger objectives of FCI and integrity aspects, the non-Manager appraisal is driven by rating of Individual attributes by the Reporting Officer, i.e., ratings of specified skills that are needed to perform their tasks and compliance to minimum performance standards set. The existing PAR is questionnaire based leading to a final grading based on a 5 point scale for Managers (Outstanding, Very Good, Good, Fair, Poor) & 4 point scale for non-Managers (Very Good, Good, Fair, Poor) respectively and both lead to generating a final score (number).

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Category I and II APAR ratings will be saved in HRMS application for future reference purpose.

4.1. Annual Assessment

The CR cell of FCI keeps track and maintains a repository of APARs for all employees at respective offices. The performance assessment starts with the distribution of a pre-defined performance assessment report template, as per which an employee fills the IPR under Annual Assessment form and then the form is passed on to a number of reporting, reviewing and accepting authorities for final ratings that are recorded.

4.1.1. Navigation

Left Navigation: Performance Management >>Annual Assessment

4.1.2. Landing Page

Employee shall traverse the navigation as mentioned in Section 4.1.1. to reach the Annual Assessment Landing Page as shown in Figure 4-1

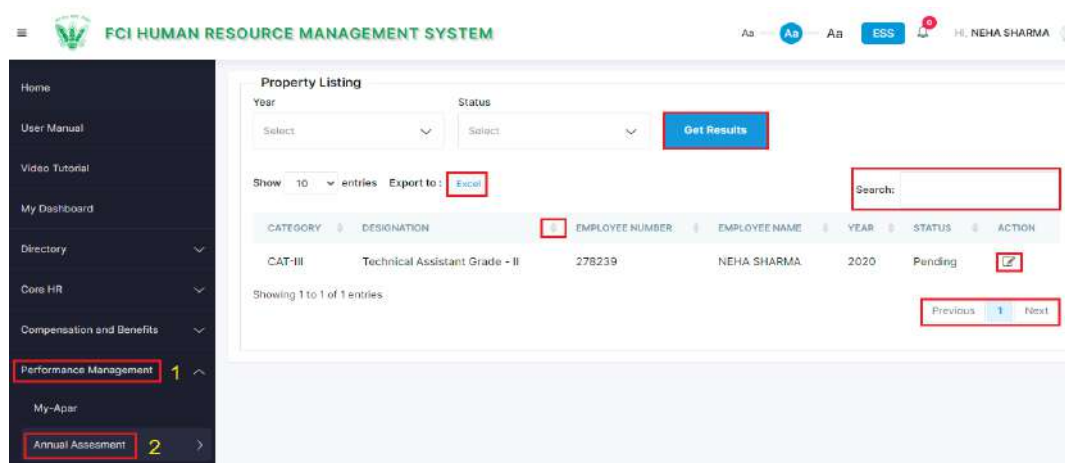





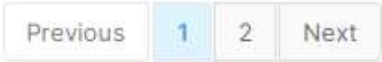

Figure 4-1: Annual Assessment

HRMS Employee shall be able to perform the following activities from the landing page:


- Click on **Get Results** to apply the available filters.

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- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to edit an existing record in the table as mentioned in Section 4.1.3 – Edit Annual Assessment.

4.1.3. Edit Annual Assessment

Click on  to open Edit Annual Assessment popup as shown in Figure 4-2

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FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS | KAVITA KUMARI

Immovable Property Declaration

statement of immovable property since appointment till the year of assessment

Name of the officer (in full and service to which he/she belongs) KAVITA KUMARI Present post held Technical Assistant Grade - II	Present Pay 34350 Date of birth 22/04/1988
---	---

Name Of District , Sub-Division, Taluk And Village In Which Property Is Situated
Name of district , sub-division, Taluk and village in which property is situated

Name And Details Of Property , Housing, & Other Present Building, Land Value
Name and details of property , Housing, & other present building, land value

In Case Owned/Acquired Or Inherited In The Name Of Dependent/Blood Relation Indicate His/Her Relationship With The Govt. Servant
In case owned/acquired or inherited in the name of dependent/blood relation indicate his/her relationship with the Govt. servant

How Acquired Wheather By Purchase, Lease, Mortgage , Inheritance, Gift Or Otherwise Date Of Acquisition And Name With Details Of Person From Whom Acquired.
How acquired wheather by purchase, lease, mortgage , inheritance, gift or otherwise date of acquisition and name with details of person from whom acquired.

Annual income From The Property
Annual income from the property

Remarks
Remarks

Note: The declaration form is required to be filled in and submitted by every employee of the corporation under regulation 48 of the staff regulations on first appointment to the service and thereafter at the interval of every 12 months giving particulars of all immovable property on acquired or inherited by him or held by him on lease or mortgage either in his own name or any member of his family or in the name of any other person.

Signature :
Date : 21/01/2021

In Case Where It Is Possible To Assess The Value Accurately The Approximate Value In Relation To Present Conditions My Be Indicated
In case where it is possible to assess the value accurately the approximate value in relation to present conditions my be indicated

NOTE:Inapplicable Clause To Be Struck Out
NOTE:Included Short Term Lease Also

Supportive Document
Upload Document

Figure 4-2: Edit Annual Assessment

Enter the details and click on such that a success message will be shown in the Annual Assessment Landing Page for updating the existing record.

Success Record has been submitted successfully

4.1.4. Reporting Annual Assessment

On Submitting the record, the record will move to the Reporting Officer as shown in the figure 4-3.

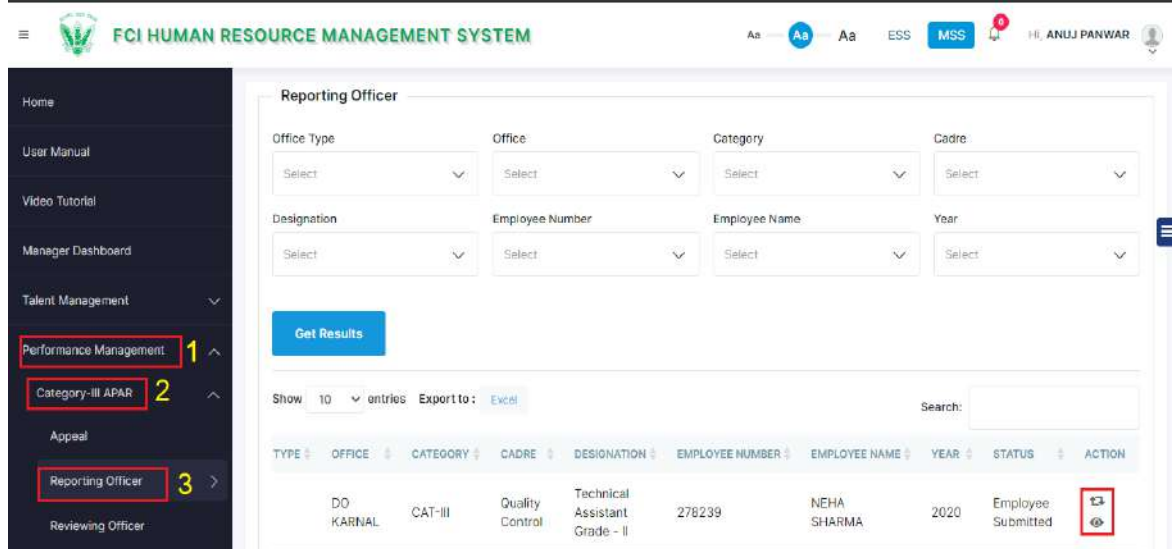


Figure 4-3: Annual Assessment Review

Click on to open the Review form as shown in Figure 4-6

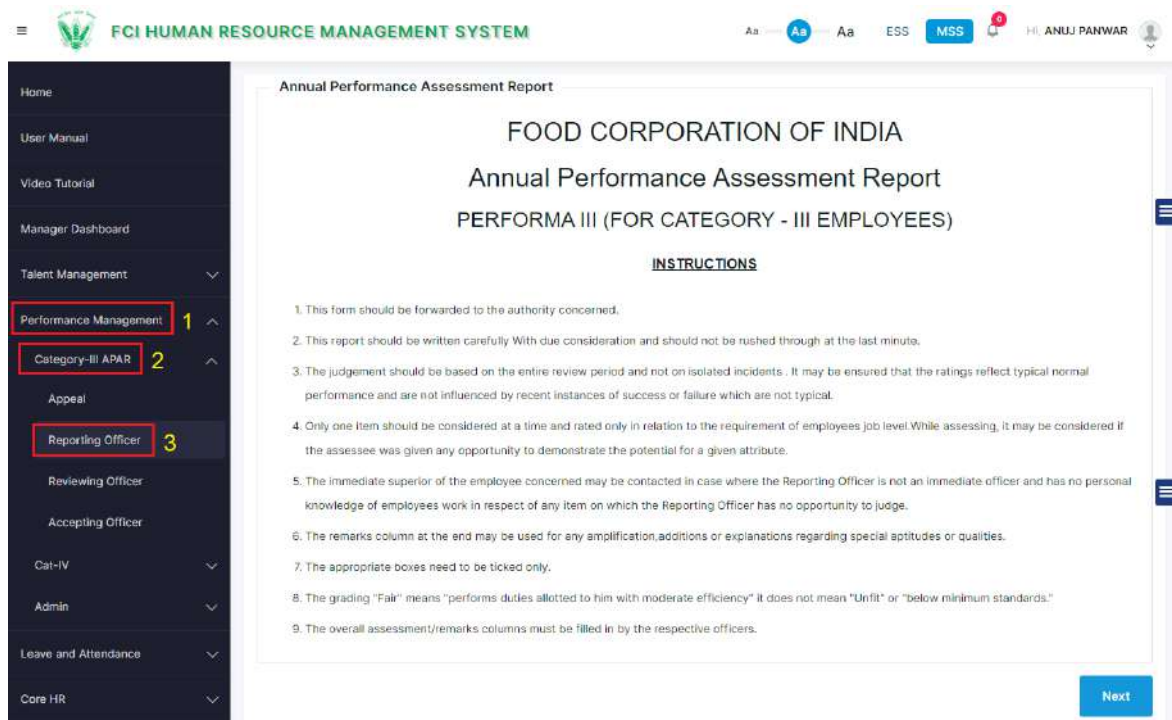


Figure 4-4 Annual Assessment Reporting Officer Review (Instruction Page)

Employee will click on the button and will land on the figure 4-5.



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Aa **AB** Aa ESS **MSS** Hi **ANUJ PANWAR**

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Performance Management
- Leave and Attendance
- Core HR
- Compensation and Benefit
- Employee Relation

Immovable Property Declaration

STATEMENT OF IMMOVABLE PROPERTY SINCE APPOINTMENT TILL THE YEAR OF ASSESSMENT

Name of the officer(in full and service to which he/she belongs) NEHA SHARMA	Present Pay 34350
Present post held Technical Assistant Grade - II	Date of birth 19/08/1990

Name Of District , Sub-Division, Taluk And Village In Which Property Is Situated

Street
74 J, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Name And Details Of Property , Housing, & Other Present Building Land Value

Street
74 J, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

In Case Owned/Acquired Or Inherited In The Name Of Dependent/Blood Relation Indicate His/Her Relationship With The Govt. Servant

Street
74 J, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

How Acquired Whether By Purchase, Lease, Mortgage , Inheritance, Gift Or Otherwise Date Of Acquisition And Name With Details Of Person From Whom Acquired.

Street
74 J, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Annual Income From The Property

4000

Remarks

ok

Note: The declaration form is required to be filled in and submitted by every employee of the corporation under regulation 4B of the FCI staff regulations on first appointment to the service and thereafter at the interval of every 12 months giving particulars of all immovable property on acquired or inherited by him or held by him on lease or mortgage either in his own name or any member of his family or in the name of any other person.

Signature :
Date : 21/01/2021

In Case Where It Is Possible To Assess The Value Accurately The Approximate Value In Relation To Present Conditions My Be Indicated

Street
74 J, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

NOTE:Inapplicable Clause To Be Struck Out

NOTE:included Short Term Lease Also

Next
Back

Figure 4-5 Annual Assessment Reporting Officer Review (Employee Property View)

Employee will click on the Next button and will land on the figure 4-6.

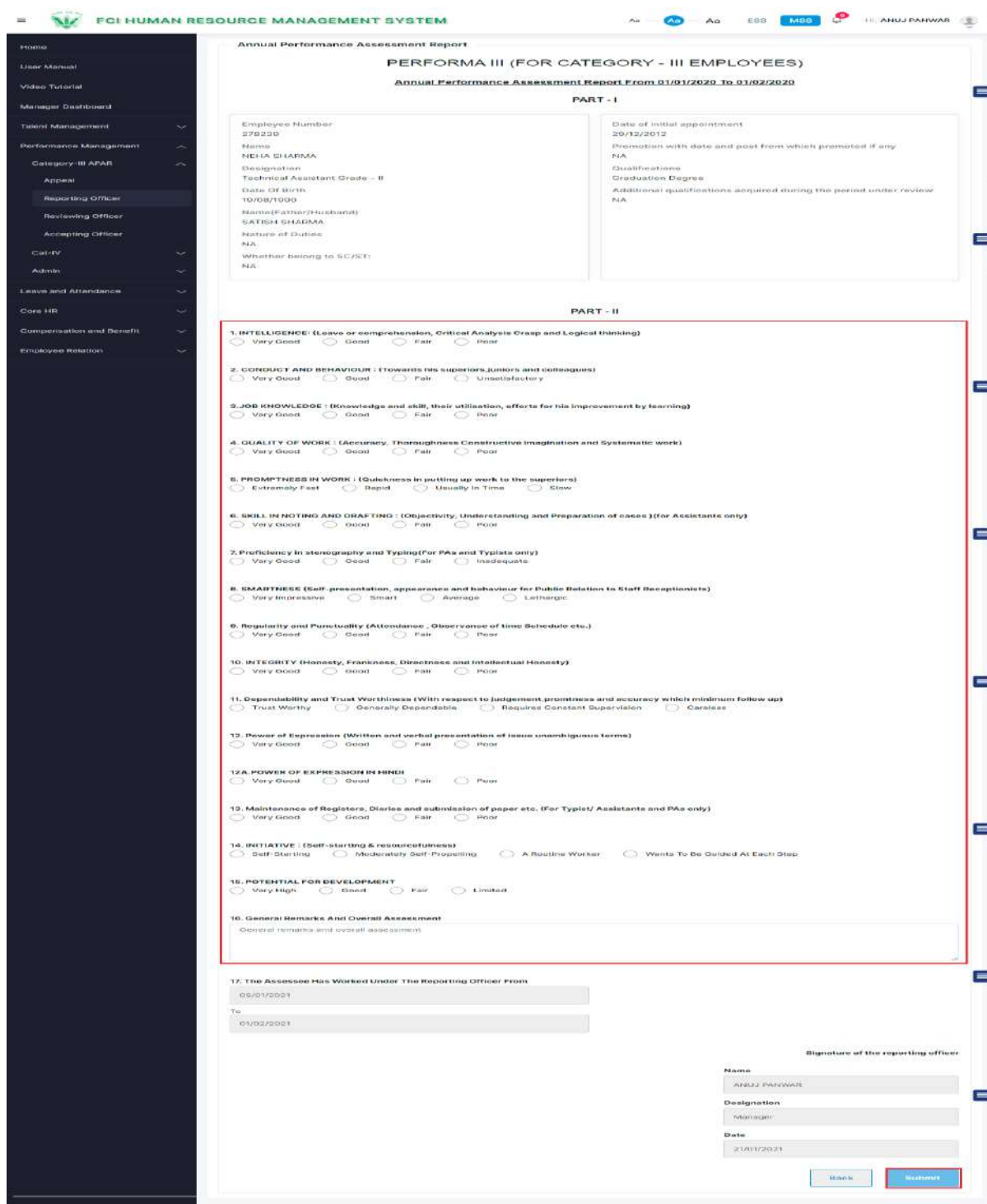


Figure 4-6 Annual Assessment Reporting Officer Review (Grading)

Enter the details and click on [Submit](#) such that a success message will be shown.

The success message shall be displayed as:

Success Record has been submitted successfully

4.1.5. Reviewing Annual Assessment

Click on [Review](#) to open the Review form as shown in Figure 4-6

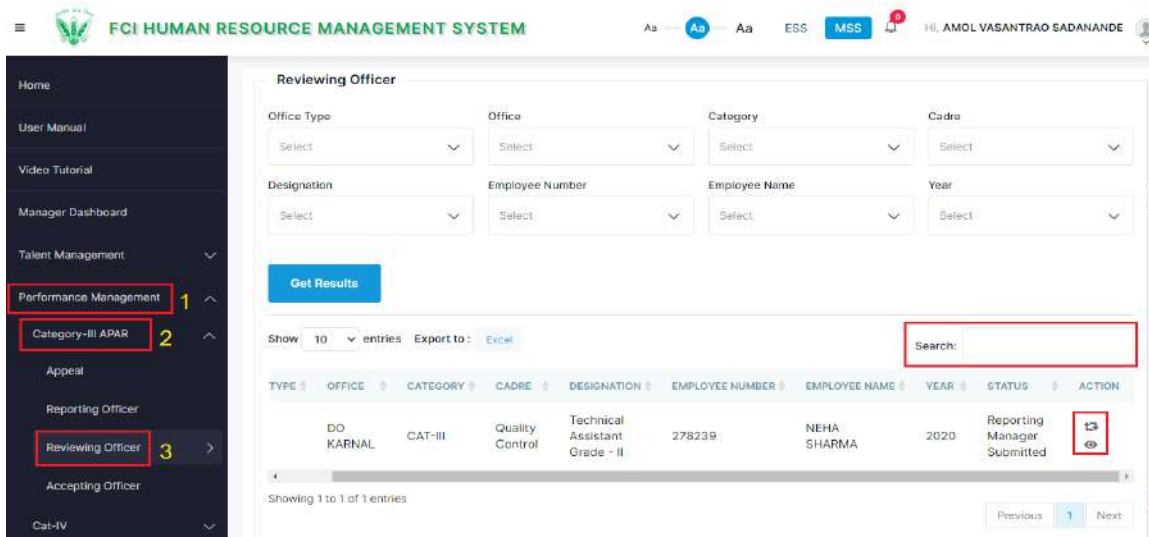


Figure 4-7 Reviewing Annual Assessment Reviewing Officer Landing

On clicking the screen shall be displayed as figure 4-8.

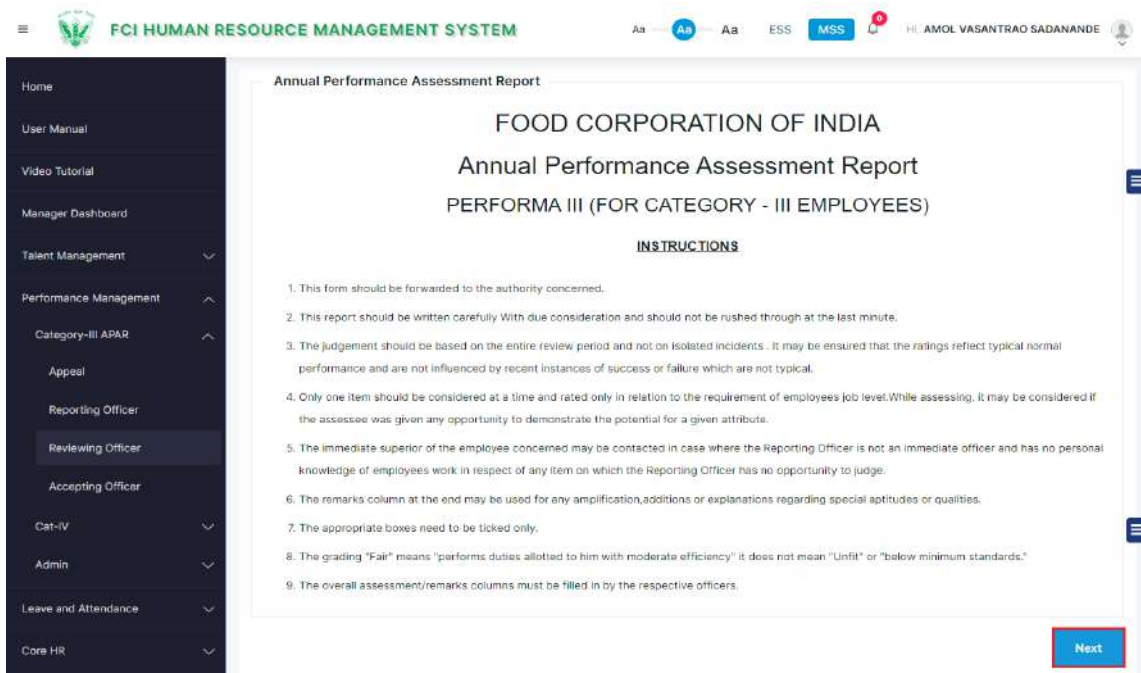


Figure 4-8 Reviewing Annual Assessment Reviewing Officer Review (Instruction Page)

Employee will click on the [Next](#) button and will land on the figure 4-9.

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

AMOL VASANTRAO SADANANDE

Immovable Property Declaration

STATEMENT OF IMMOVABLE PROPERTY SINCE APPOINTMENT TILL THE YEAR OF ASSESSMENT

Name of the officer(in full and service to which he/she belongs) NEHA SHARMA	Present Pay 34350
Present post held Technical Assistant Grade - II	Date of birth 19/08/1990

Name Of District , Sub-Division, Taluk And Village In Which Property Is Situated

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Name And Details Of Property , Housing, & Other Present Building, Land Value

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

In Case Owned/Acquired Or Inherited In The Name Of Dependent/Blood Relation Indicate His/Her Relationship With The Govt. Servant

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

How Acquired Wheather By Purchase, Lease, Mortgage , Inheritance, Gift Or Otherwise Date Of Acquisition And Name With Details Of Person From Whom Acquired.

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Annual Income From The Property

4000

Remarks

ok

Note: The declaration form is required to be filled in and submitted by every employee of the corporation under regulation 48 of the FCI staff regulations on first appointment to the service and thereafter at the interval of every 12 months giving particulars of all immovable property on acquired or inherited by him or hold by him on lease or mortgage either in his own name or any member of his family or in the name of any other person.

Signature
Date - 21/01/2021

In Case Where It Is Possible To Assesse The Value Accurately The Approximate Value In Relation To Present Conditions My Be Indicated

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

NOTE:Inapplicable Clause To Be Struck Out

NOTE:Included Short Term Lease Also

Next **Back**

Figure 4-9 Reviewing Annual Assessment Reviewing Officer Review (Employee Property Page)

Employee will click on the **Next** button and will land on the figure 4-10.



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Annual Performance Assessment Report

PERFORMA III (FOR CATEGORY - III EMPLOYEES)
Annual Performance Assessment Report From 01/01/2020 To 01/02/2020

PART - I

Employee Number 276239	Date of initial appointment 29/12/2012
Name NICKIA GHARMA	Promotion with date and post from which promoted if any NA
Designation Technical Assistant Grade - II	Qualifications Graduation Degree
Date of Birth 18/08/1990	Additional qualifications acquired during the period under review NA
Marital/Father/Husband SATISH SHARMA	
Nature of Duties NA	
Whether belong to SC/ST? NA	

PART - II

- INTELLIGENCE:** Leave of comprehension, Critical Analysis Crisp and Logical (thinking)
Good
- CONDUCT AND BEHAVIOUR:** (Towards his superiors, juniors and colleagues)
Good
- JOB KNOWLEDGE:** (Knowledge and skill, their utilization, efforts for his improvement by learning)
Fair
- QUALITY OF WORK:** (Accuracy, Thoroughness Constructive Imagination and Systematic work)
Good
- PROBITY IN WORK:** (Guickness in putting up work to the superiors)
Usually in time
- SKILL IN NOTING AND DRAFTING:** (Objectivity, Understanding and Preparation of cases) (For Assistants only)
Fair
- Proficiency in stenography and Typing** (For PAs and Typists only)
Fair
- SMARTNESS:** (Self-presentation, appearance and behaviour for Public Relation to Staff Receptionists)
Average
- Regularity and Punctuality:** (Attendance, Observance of time Schedule etc.)
Fair
- INTEGRITY:** (Honesty, Frankness, Directness and Intellectual Honesty)
Fair
- Dependability and Trust Worthiness:** (With respect to judgement, promptness and accuracy which minimum follow up)
Generally reputable
- Power of Expression:** (Written and verbal presentation of issue unambiguous terms)
Fair
- 12A POWER OF EXPRESSION IN HINDI**
Fair
- Maintenance of Registers, Diaries and submission of paper etc.** (For Typist/ Assistants and PAs only)
Fair
- INITIATIVE:** (Self-starting & resourcefulness)
Moderately self-propelling
- POTENTIAL FOR DEVELOPMENT**
Fair
- General Remarks And Overall Assessment**
good
- The Assessee Has Worked Under The Reporting Officer From**
05/01/2021
To
01/02/2021

Signature of the reporting officer

Name
ANUJ PARDWER

Designation
MNS/SGM

Date
21/01/2021

Back Next

Figure 4-10 Reviewing Annual Assessment Reviewing Officer Review (Reporting Officer Grading View)

Employee will click on the **Next** button and will land on the figure 4-11.

Figure 4-11 Reviewing Annual Assessment Reviewing Officer Review Page (Grading)

Enter the details and click on **Submit** such that a success message will be shown.

The success message shall be displayed as:



4.1.6. Accepting Annual Assessment

Click on **Performance Management** to open the Review form as shown in Figure 4-6

Figure 4-12 Accepting Annual Assessment Review (Landing page)

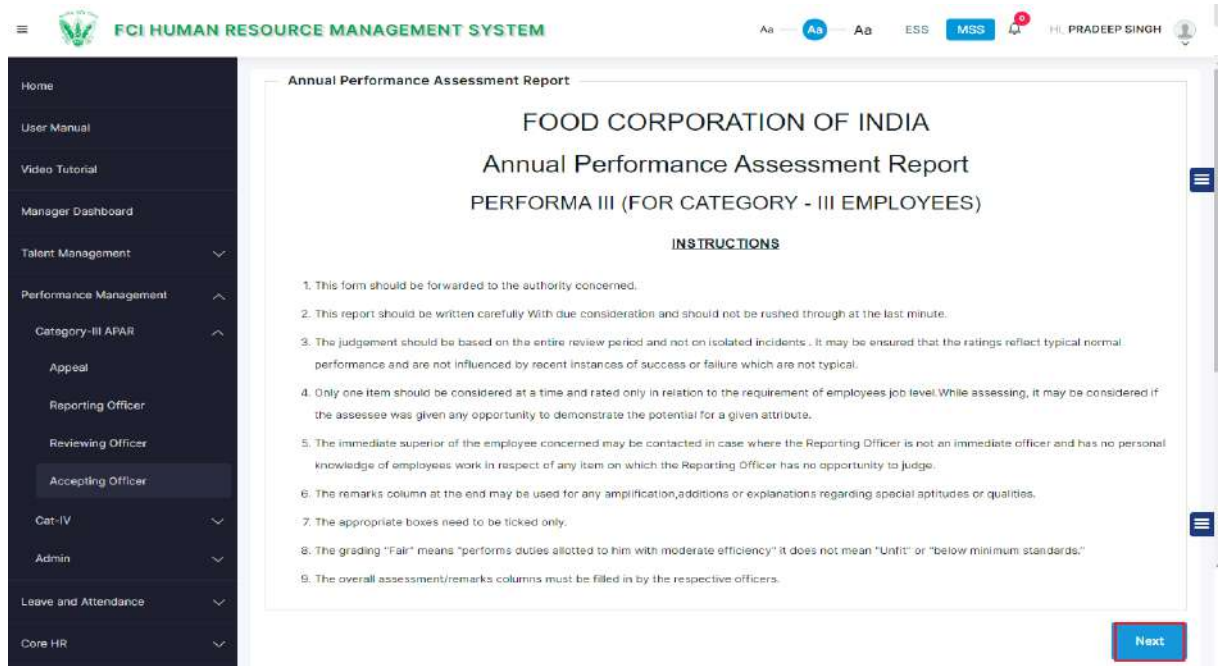


Figure 4-13 Accepting Annual Assessment Review (Instruction page)

Employee will click on the [Next](#) button and will land on the figure 4-14.

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS MSS HI PRADEEP SINGH

Immovable Property Declaration

statement of immovable property since appointment till the year of assessment

Name of the officer (in full and service to which he/she belongs) NEHA SHARMA Present post held Technical Assistant Grade - II	Present Pay 34350 Date of birth 19/08/1990
---	---

Name Of District , Sub-Division, Taluk And Village In Which Property Is Situated

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Name And Details Of Property , Housing, & Other Present Building, Land Value

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

In Case Owned/ Acquired Or Inherited In The Name Of Dependent/ Blood Relation Indicate His/ Her Relationship With The Govt. Servant

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

How Acquired Whether By Purchase, Lease, Mortgage , Inheritance, Gift Or Otherwise Date Of Acquisition And Name With Details Of Person From Whom Acquired.

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Annual Income From The Property

4000

Remarks

ok

Note: The declaration form is required to be filled in and submitted by every employee of the corporation under regulation 48 of the staff regulations on first appointment to the service and thereafter at the interval of every 12 months giving particulars of all immovable property on acquired or inherited by him or held by him on lease or mortgage either in his own name or any member of his family or in the name of any other person.

Signature :
Date : 21/01/2021

In Case Where It Is Possible To Assesse The Value Accurately The Approximate Value In Relation To Present Conditions My Be Indicated

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (wast)
City
Mumbai
State Full

NOTE: Inapplicable Clause To Be Struck Out

NOTE: Included Short Term Lease Also

[Next](#) [Back](#)

Figure 4-14 Accepting Annual Assessment Review (Employee Property View)

Employee will click on the [Next](#) button and will land on the figure 4-15.

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, PRADEEP SINGH

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Performance Management
- Category - III APAR
- Appeal
- Reporting Officer
- Reviewing Officer
- Accepting Officer
- Get-IV
- Admin
- Leave and Attendance
- Core HR
- Compensation and Benefit
- Payroll
- Employee Relation

Annual Performance Assessment Report

PERFORMA III (FOR CATEGORY - III EMPLOYEES)
Annual Performance Assessment Report From 01/01/2020 To 01/02/2020

PART - I

Employee Number 378230 Name NEHA SHARMA Designation Technical Assistant Grade - B Date of Birth 19/08/1990 Name(Father/Husband) SATISH SHARMA Nature of Duties NA Whether belong to SC/ST NA	Date of initial appointment 20/12/2012 Promotion with date and post from which promoted if any NA Qualifications Graduation Degree Additional qualifications acquired during the period under review NA
---	--

PART - II

1. **INTELLIGENCE:** (Leave or comprehension, Critical Analysis Crisp and Logical thinking)
Good
2. **CONDUCT AND BEHAVIOUR** - (Towards his superiors, juniors and colleagues)
Good
3. **JOB KNOWLEDGE** : (Knowledge and skill, their utilization, efforts for his improvement by learning)
Fair
4. **QUALITY OF WORK** : (Accuracy, Thoroughness Constructive imagination and Systematic work)
Good
5. **PROMPTNESS IN WORK** : (Quickness in putting up work to the superiors)
Usually in time
6. **SKILL IN NOTING AND DRAFTING** : (Objectivity, Understanding and Preparation of cases (for Assistants only)
Fair
7. Proficiency in stenography and Typing(for PAs and Typists only)
Fair
8. **SMARTNESS** (Self-presentation, appearance and behaviour for Public Relation to Staff Receptionists)
Average
9. **Regularity and Punctuality** (Attendance , Observance of time Schedule etc.)
Fair
10. **BTEGRITY** (Honesty, Frankness, Directness and Intellectual Honesty)
Fair
11. **Dependability and Trust Worthiness** (With respect to judgement, promptness and accuracy which minimum follow up)
Generally dependable
12. **Power of Expression** (Written and verbal presentation of issue unambiguous terms)
Fair
- 12A. **POWER OF EXPRESSION IN HINDI**
Fair
13. **Maintenance of Registers, Diaries and submission of paper etc.** (For Typist/ Assistants and PAs only)
Fair
14. **INITIATIVE** : (Self-starting & resourcefulness)
Moderately self-propelling
15. **POTENTIAL FOR DEVELOPMENT**
Fair
16. **General Remarks And Overall Assessment**
good
17. **The Assessee Has Worked Under The Reporting Officer From**
From: 06/01/2021
To: 01/02/2021

Signature of the reporting officer

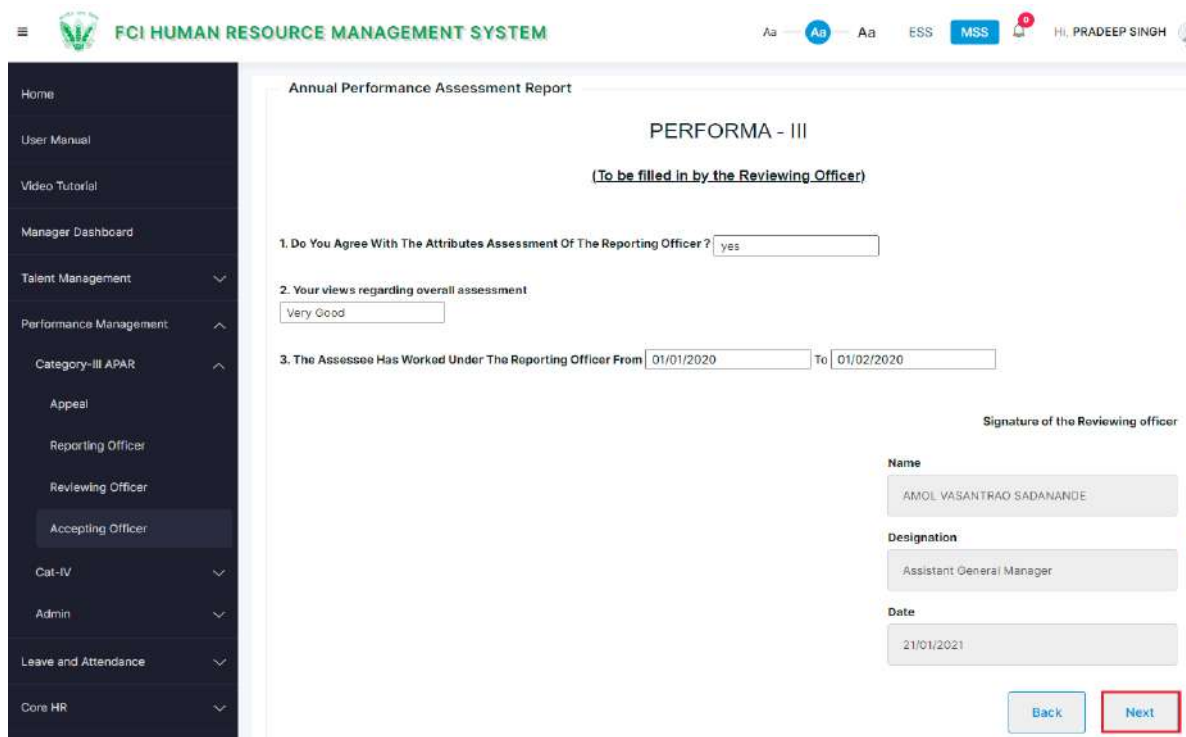
Name: ANUJ KANWAR

Designation: Manager

Date: 31/01/2021

Figure 4-15 Accepting Annual Assessment Review (Reporting Officer Grading View)

Employee will click on the Next button and will land on the figure 4-16.



Annual Performance Assessment Report

PERFORMA - III

(To be filled in by the Reviewing Officer)

1. Do You Agree With The Attributes Assessment Of The Reporting Officer?

2. Your views regarding overall assessment

3. The Assessee Has Worked Under The Reporting Officer From To

Signature of the Reviewing officer

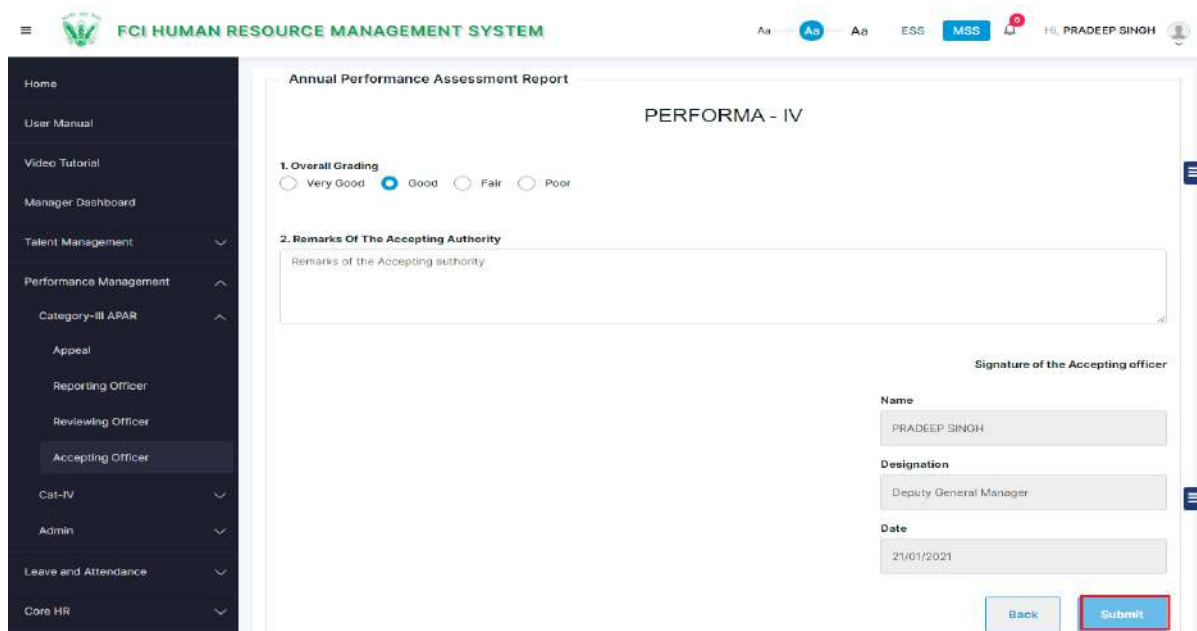
Name

Designation

Date

Figure 4-16 Accepting Annual Assessment Review (Reviewing Officer Grading View)

Employee will click on the button and will land on the figure 4-17.



Annual Performance Assessment Report

PERFORMA - IV

1. Overall Grading
 Very Good Good Fair Poor

2. Remarks Of The Accepting Authority

Signature of the Accepting officer

Name

Designation

Date

Figure 4-17 Accepting Annual Assessment Review (Final Grading)

Enter the details and click on such that a success message will be shown.

The success message shall be displayed as:

Success! Record has been submitted successfully

4.2. My APAR

As the accepting officer, accepts the review remarks of the reporting and reviewing officer for that particular CAT-III employee, the employee shall be able to accept or reject the remarks.

4.2.1. Navigation

Left Navigation: Performance Management >> My APAR

4.2.2. Landing Page

Employee shall traverse the navigation as mentioned in Section 4.2.1. to reach the My APAR Landing Page as shown in Figure 4-18

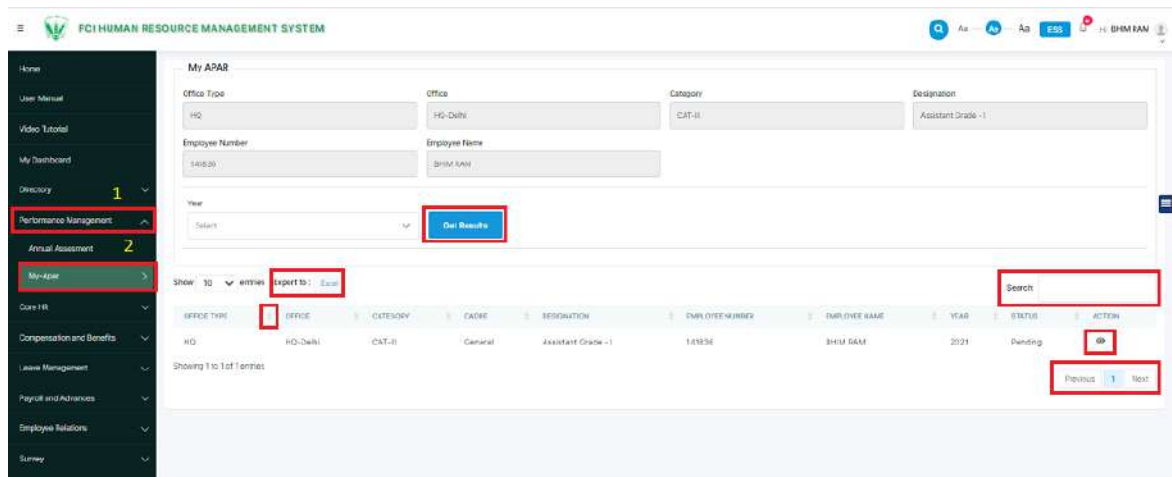








Figure 4-18 My APAR

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records

Click on  to take the particular step on the APAR report as shown in figure 4-19.

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PERFORMA III (FOR CATEGORY - III EMPLOYEES)
Annual Performance Assessment Report From 01/01/2021 To 31/12/2021

PART - I

Employee Number 141826	Date Of Initial Appointment 05/04/1992
Name BISM SAM	Promotion With Date And Post From Which Promoted If Any NA
Designation Assistant Grade - I	Qualifications NA
Assessee Grade - I 10/05/1991	Additional Qualifications Acquired During The Period Under Review NA
Date Of Birth 15/03/1984	
Name (Father/Husband) 15/03/1984	
Nature Of Duties NA	
Whether Being Tr. SGT? NA	

PART - II

Reporting Officer

1. INTELLIGENCE - (Level Of Comprehension, Critical Analysis Capa And Logical Thinking) Very Good	11. Dependability And Trustworthiness (With Respect To Judgement, Firmness And Accuracy Which Minimum Follow Up) Trustworthy
2. CONDUCT AND BEHAVIOUR - (Towards His Superiors, Juniors And Colleagues) Very Good	12. Power Of Expression (Written And Verbal Presentation Of Issues Unambiguous Terms) Very Good
3. FOR KNOWLEDGE - (Knowledge And Skill, Their Utilization, Efforts For His Improvement By Learning) Very Good	13. POWER OF EXPRESSION IN HINDI Very Good
4. QUALITY OF WORK - (Accuracy, Thoroughness Constructive Imagination And Systematic Work) Very Good	14. Maintenance Of Registers, Diaries And Submission Of Paper Etc. (For Typists' Assistants And PAs Only) Very Good
5. PROMPTNESS IN WORK - (Quickness In Putting Up Work To The Superior) Extremely Fast	15. INITIATIVE (Self-Starting & Resourcefulness) Satisfactory
6. SKILL IN NOTING AND DRAFTING - (Objectivity, Understanding And Preparation Of Cases (For Assistants Only) Very Good	16. POTENTIAL FOR DEVELOPMENT Very High
7. Proficiency In Stenographic And Typing (For PAs And Typists Only) Very Good	17. General Remarks And Overall Assessment Satisfactory
8. SMARTNESS (Self-Presentation, Appearance And Behaviour For Public Relation To Staff Receptionists) Very Impressive	17. The Assessee Has Worked Under The Reporting Officer From 24/02/2021 To 09/02/2021
9. Regularity And Punctuality (Attendance, Observance Of Time Schedule Etc.) Very Good	
10. INTEGRITY (Honesty, Frankness, Directness And Intellectual Honesty) Very Good	

Signature Of The Reporting Officer:
Name: PERMANAND
Designation: Manager
Date: 15/06/2021

PERFORMA - III
(To be filled in by the Reviewing Officer)

Reviewing Officer

1. Do You Agree With The Attributes Assessment Of The Reporting Officer? Satisfactory	3. The Assessee Has Worked Under The Reporting Officer From From 24/02/2021
2. Your View Regarding Overall Assessment Very Good	4. The Assessee Has Worked Under The Reporting Officer From To 09/02/2021

Signature Of The Reviewing Officer:
Name: CHANDRA BINDU RANJAN
Designation: Assistant General Manager
Date: 15/06/2021

PERFORMA - IV

Accepting Officer

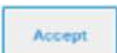
1. Overall Finding Very Good	2. Remarks Of The Accepting Authority Nil
---------------------------------	--


Signature Of The Accepting Officer:
Name: MUKESH DWIVEDI
Designation: Deputy General Manager
Date: 15/06/2021

Buttons: Accept, Reject, Cancel

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Figure 4-19 My APAR(Appeal/Reject)

On clicking  button, the employee will accept the remarks and the APAR for that particular employee will be closed.

On clicking  button, the employee will be able to appeal for that particular report.

4.2.3. Represent

Employee shall traverse the navigation as **Performance Management>>My APAR** to reach the My APAR Landing Page as shown in Figure 4-20.

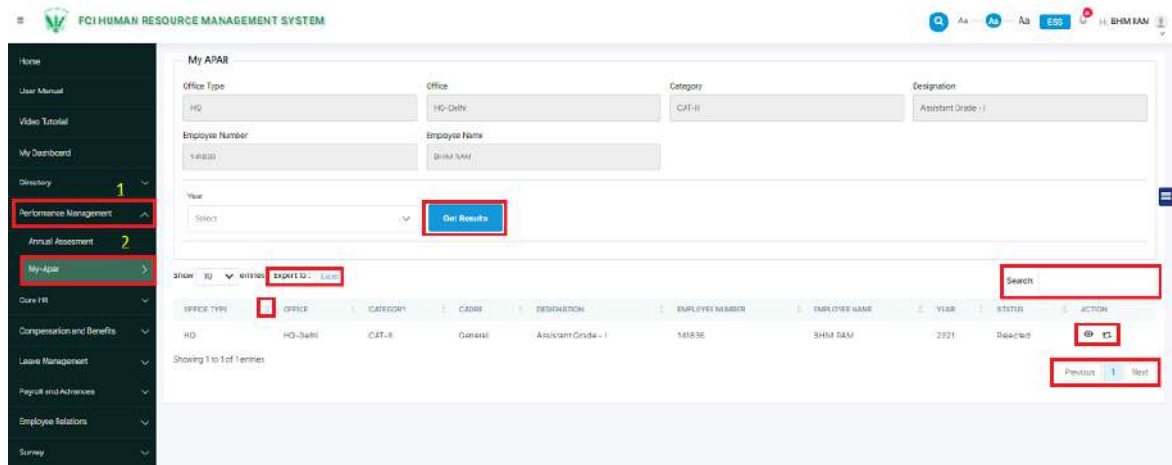




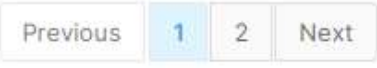


Figure 4-20 My APAR

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records

Click on  to add the Represent on the APAR report as shown in figure 4-21.

Performance Management System User Manual Version 2.2



PERFORMA III (FOR CATEGORY - III EMPLOYEES)
Annual Performance Assessment Report From 01/01/2021 To 31/12/2021

PART - I

<p>Employee Number 141835</p> <p>Name BRIJ RAM</p> <p>Designation Assistant Grade - I</p> <p>Date Of Birth 10/05/1971</p> <p>Name (Father/Husband) 15010AM</p> <p>Nature Of Dates NA</p> <p>Whether Being Trained? NA</p>	<p>Date Of Initial Appointment 15/04/1995</p> <p>Promotion With Date And Post From Which Promoted If Any NA</p> <p>Qualifications NA</p> <p>Additional Qualifications Acquired During The Period Under Review NA</p>
--	--

PART - II

Reporting Officer

<p>1. INTELLIGENCE - (Level Of Comprehension, Critical Analysis Grasp And Logical Thinking) Very Good</p> <p>2. CONDUCT AND BEHAVIOUR - (Towards His Superiors, Juniors And Colleagues) Very Good</p> <p>3. JOB KNOWLEDGE - (Knowledge And Skill, Their Utilisation, Efforts For His Improvement By Learning) Very Good</p> <p>4. QUALITY OF WORK - (Accuracy, Thoroughness Constructive Imagination And Systematic Work) Very Good</p> <p>5. PROMPTNESS IN WORK - (Quickness In Putting Up Work To The Superior) Extremely Fast</p> <p>6. SKILL IN NOTING AND DRAFTING - (Objectivity, Understanding And Preparation Of Cases) (For Assistants Only) Very Good</p> <p>7. Proficiency In Stenography And Typing (For PAs And Typists Only) Very Good</p> <p>8. SMARTNESS (Self-Presentation, Appearance And Behaviour For Public Relation To Staff Receptionists) Very Impressive</p> <p>9. Regularity And Punctuality (Absencees, Observance Of Time Schedule Etc.) Very Good</p> <p>10. INTEGRITY (Honesty, Frankness, Directness And Intellectual Honesty) Very Good</p>	<p>11. Dependability And Trust Worthiness (With Respect To Judgement, Firmness And Accuracy Which Minimum Follow Up) Trustworthy</p> <p>12. Power Of Expression (Written And Verbal Presentation Of Issues Unambiguous Terms) Very Good</p> <p>13. MAINTENANCE OF REGISTERS, DIARIES AND SUBMISSION OF PAPER ETC. (For Typists' Assistants And PAs Only) Very Good</p> <p>14. INITIATIVE (Self-Starting & Resourcefulness) Self-starting</p> <p>15. POTENTIAL FOR DEVELOPMENT Very High</p> <p>16. General Remarks And Overall Assessment opt</p> <p>17. The Assessee Has Worked Under The Reporting Officer From 24/02/2021 To 01/02/2021</p>
---	--

<p>Signature Of The Reporting Officer</p> <p>Name RISHMANAND</p>	<p>Designation Manager</p> <p>Date 15/06/2021</p>
--	---

PERFORMA - III
(To be filled in by the Reviewing Officer)

Reviewing Officer

<p>1. Do You Agree With The Attributed Assessment Of The Reporting Officer? opt</p> <p>2. Your Views Regarding Overall Assessment Very Good</p>	<p>3. The Assessee Has Worked Under The Reporting Officer From From 24/02/2021</p> <p>3. The Assessee Has Worked Under The Reporting Officer From To 01/02/2021</p>
---	---

<p>Signature Of The Reviewing Officer</p> <p>Name CHANDINA SINGH RABAT</p>	<p>Designation Assistant General Manager</p> <p>Date 15/06/2021</p>
--	---

PERFORMA - IV

Accepting Officer

<p>1. Overall Grading Very Good</p>	<p>2. Remarks Of The Accepting Authority opt</p>
---	--

<p>Signature Of The Accepting Officer</p> <p>Name MUKESH DWIVEDI</p>	<p>Designation Deputy General Manager</p> <p>Date 15/06/2021</p>
--	--

Employee Agar Status

Employee Status
Rejected

Remarks *

Remarks
.....

Date
15/06/2021

Supportive Document
Upload Document

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Figure 4-21 Represent

The employee will add the remarks and click on the button.

The success message shall be displayed as:



On clicking the represent request will be send to the Reporting officer of the accepting officer to take the official steps over that represent.

4.3. Probation Flow

As the employee completes it 10 months of probation, the Reporting Officer of that particular employee will be able to raise a request by adding the remarks for the employee in regards of their service in the probation period.

4.3.1. Navigation

Left Navigation: MSS>> Performance Management >> Probation CAT-III APAR >> Reporting Officer

4.3.2. Reporting Officer

Employee shall traverse the navigation as mentioned in Section 4.3.1. to reach the Reporting Officer Landing Page as shown in Figure 4-22

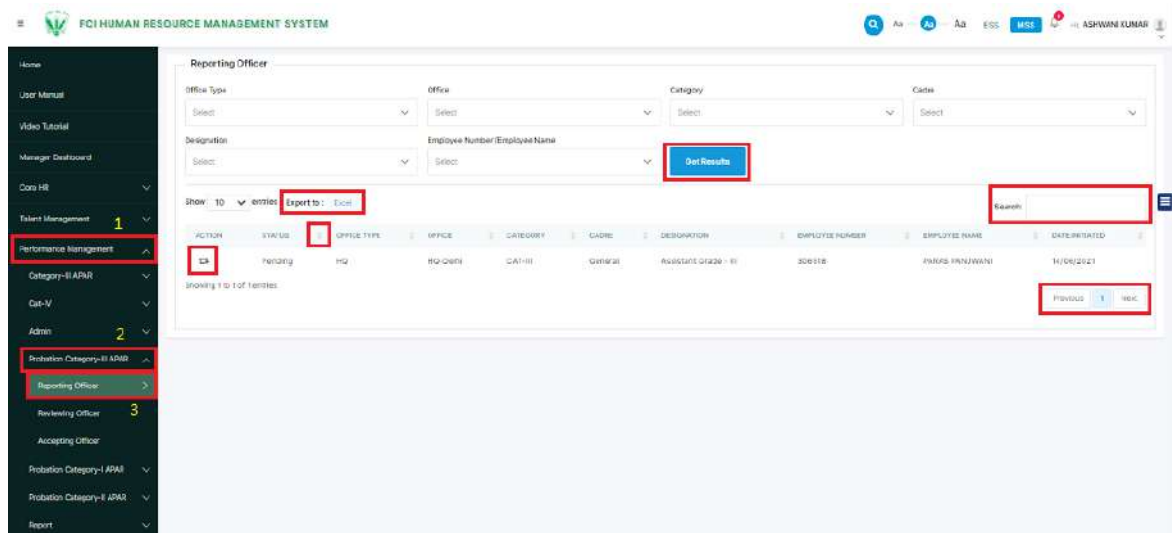





Figure 4-22 Reporting Officer

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records.

The reporting officer will click on the  icon to initiate the request

4.3.3. Reporting Officer Remarks

On clicking the  icon reporting officer will add the remarks as shown in figure 4-232.

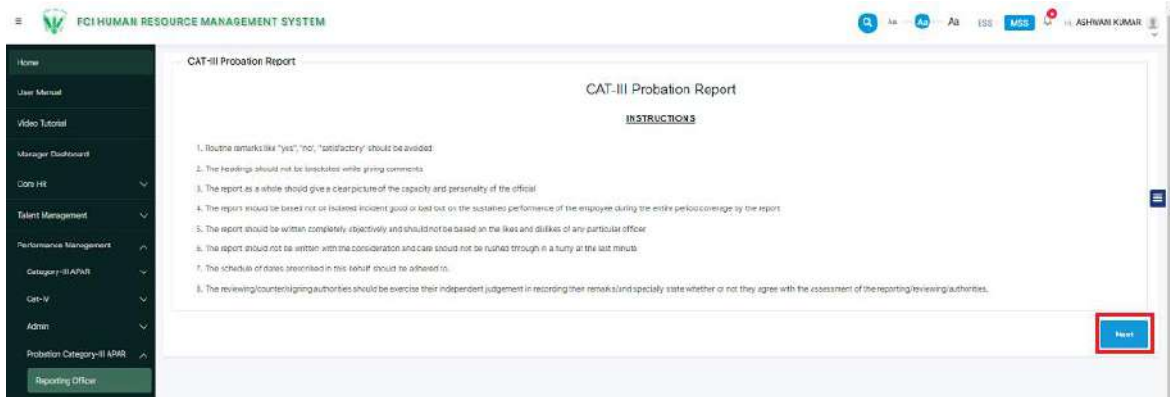



Figure 4-23 CAT-III Probation Report (Instruction Screen)


Employee will click on the  button and will land on the figure 4-24.

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The screenshot displays the 'CAT-III Probation Report' interface. The header includes the organization name 'THE FOOD CORPORATION OF INDIA' and the report title 'CAT III Probation Report'. The main content area is a table with multiple rows, each representing a performance criterion. The criteria are listed on the left, and the corresponding remarks are entered in the right-hand column. The table is enclosed in a red border. At the bottom right, there is a 'Submit' button highlighted with a red box.

Figure 4-24 CAT-III Probation Report (Remark Screen)

The reporting officer will add the remarks and click  on the button. On clicking the success message will be displayed on the Reporting Officer screen.

The success message will be displayed as:



4.3.4. Reviewing Officer

Employee shall traverse the navigation as **MSS>> Performance Management >> Probation CAT-III APAR >> Reviewing Officer** to reach the Reviewing Officer Landing Page as shown in Figure 4-25

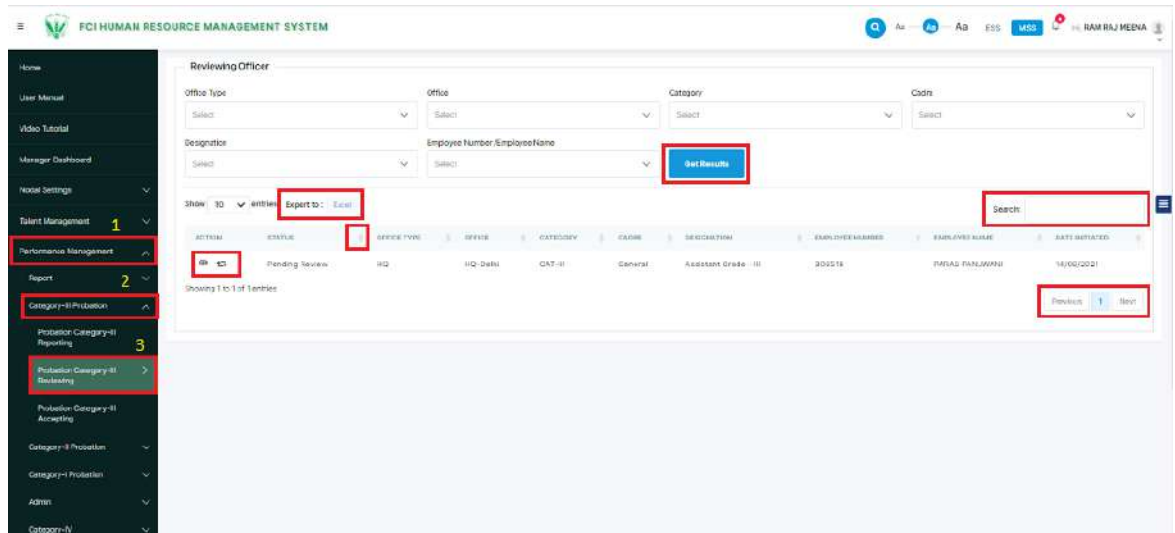


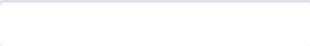

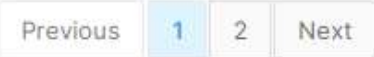




Figure 4-25 Reviewing Officer

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records.

The reviewing officer will click on the  icon to review the request.

4.3.5. Reviewing Officer Remarks

On clicking the  icon reporting officer will add the remarks as shown in figure 4-26.

Performance Management System User Manual Version 2.2

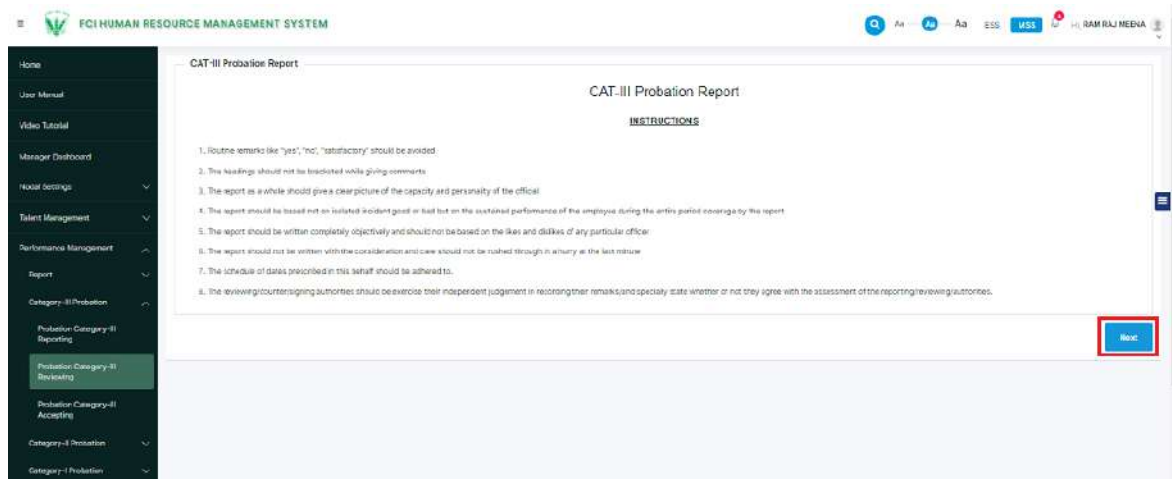


Figure 4-26 CAT-III Probation Report (Instruction Screen)

Employee will click on the  button and will land on the figure 4-27.

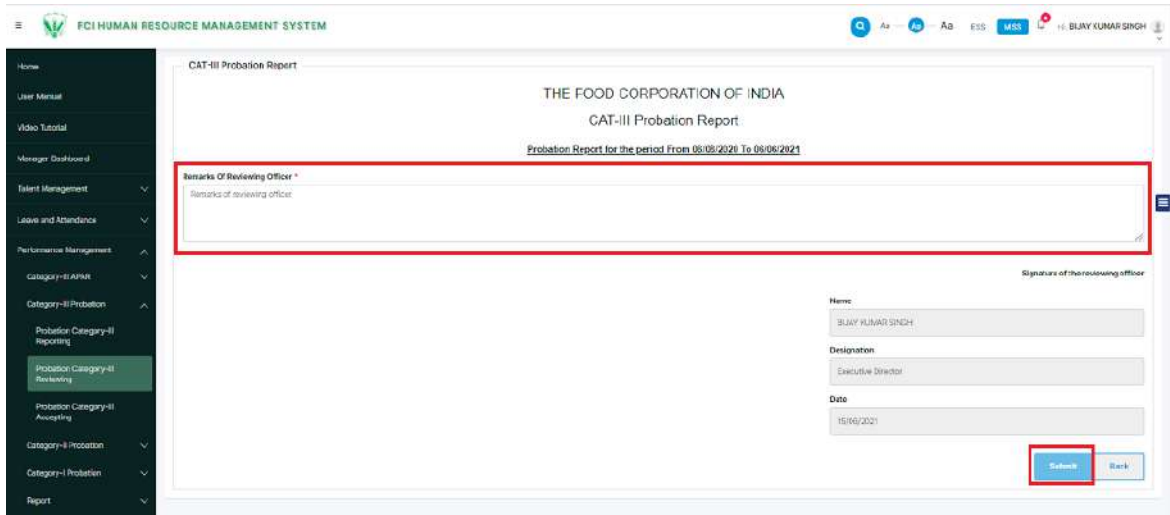


Figure 4-28 CAT-III Probation Report (Reviewing Officer Remarks Screen)

The reviewing officer will add the remarks and click on the **Submit** button. On submitting the success message shall be displayed on the Reviewing officer screen.

The screen shall be displayed as:



4.3.6. Accepting Officer

Employee shall traverse the navigation as **MSS>> Performance Management >> Probation CAT-III APAR >> Accepting Officer** to reach the Accepting Officer Landing Page as shown in Figure 4-29.

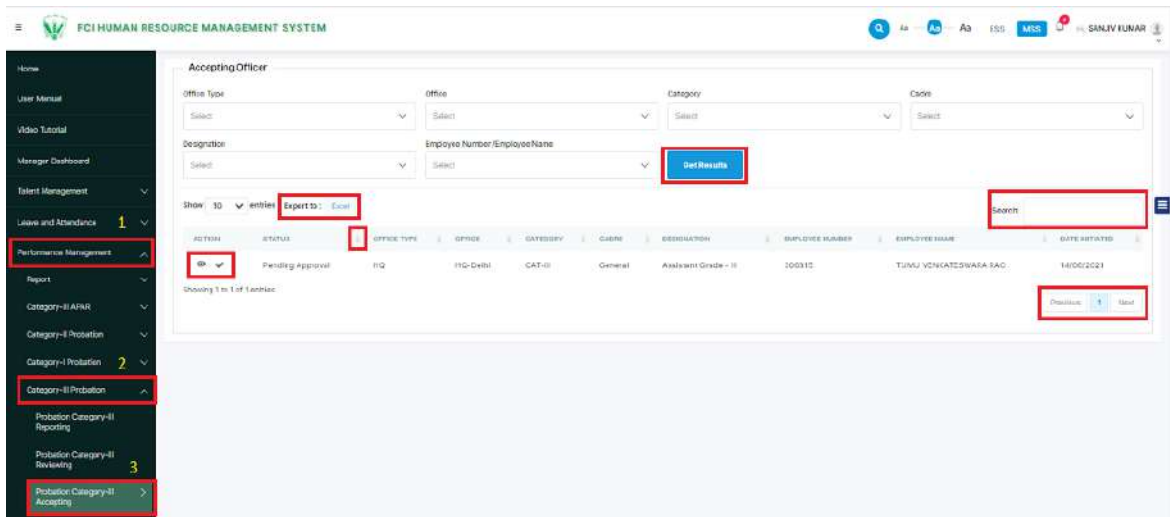


Figure 4-29 Reviewing Officer

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.

- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records.

The reviewing officer will click on the icon to review the request.

4.3.7. Accepting Officer Remarks

On clicking the icon reporting officer will add the remarks as shown in figure 4-30.

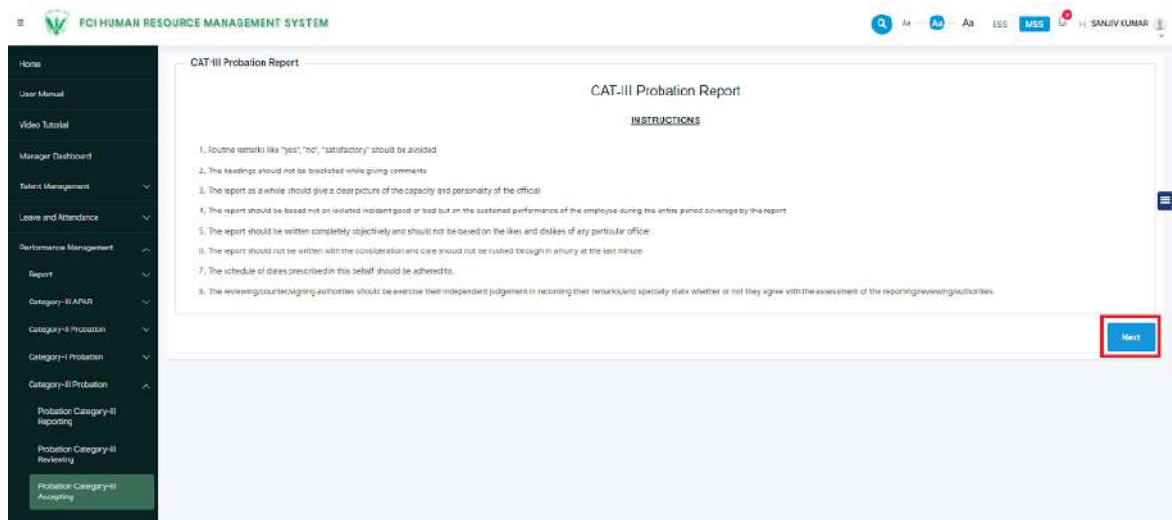


Figure 4-30 CAT-III Probation Report (Instruction Screen)

Employee will click on the button and will land on the figure 4-31.



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Initiative and resourcefulness * Initiative and resourcefulness
Devotion to duty and industry * Devotion to duty and industry
Promptness and accuracy in doing work * Promptness and accuracy in doing work
Reliability * Reliability
Punctuality * Punctuality
Amenability to discipline * Amenability to discipline
Temperament and relation with fellow employees * Temperament and relation with fellow employees
For Assistants Etc.
Submission of cases in proper order (referencing and page numbering of notes etc.) Submission of cases in proper order (referencing and page numbering of notes etc.)
Maintenance of reference books/files/papers etc. in tidy condition Maintenance of reference books/files/papers etc. in tidy condition
Skill in noting and drafting Skill in noting and drafting
Ability to handle intricate cases Ability to handle intricate cases
For PAs & Stenographer
Speed and accuracy in shorthand and transcription Speed and accuracy in shorthand and transcription
Speed and accuracy in typewriting Speed and accuracy in typewriting
Trustworthiness in secret and confidential matters Trustworthiness in secret and confidential matters
General usefulness to the officer General usefulness to the officer
Initiative and tact in dealing with phone calls and visitors Initiative and tact in dealing with phone calls and visitors
For Clerks/Typists
Speed and accuracy in work Speed and accuracy in work
Maintenance of Registers, Diaries etc. in proper Maintenance of Registers, Diaries etc. in proper
Submission of returns in time Submission of returns in time

Performance Management System User Manual Version 2.2



For Receptionist

Does/he/she appear smart and show courtesy and good manners towards visitors?
Does/he/she appear smart and show courtesy and good manners towards visitors?

Is/he/she tactful in dealing with telephone calls and visitors?
Is/he/she tactful in dealing with telephone calls and visitors?

For Library Assistants

Trustworthy in handling the books of the Corporation
Trustworthy in handling the books of the Corporation

Keeping of books Etc. in tidy condition
Keeping of books Etc. in tidy condition

Specific (for all categories)

Knowledge of procedures and regulation
Knowledge of procedures and regulation

Aptitude for particular type of work
Aptitude for particular type of work

Specialty good work done during the year
Specialty good work done during the year

Correctional

Defects noticed if any
Defects noticed if any

Action taken by the reporting officer to guide
Action taken by the reporting officer to guide

Action taken by the reporting officer to guide
Action taken by the reporting officer to guide

Suitability for the present job
Suitability for the present job

Fitness for promotion to next higher grade
Fitness for promotion to next higher grade

Is he/she good material for development ? (If e can he/she considered for accelerated promotion ?)
Is he/she good material for development ? (If e can he/she considered for accelerated promotion ?)

General Remarks *

Signature of the reporting officer

Name
JAMIT KUMAR

Designation
Assistant General Manager

Date
17/08/2021

Figure 4-31 CAT-III Probation Report (Reporting Officer Remarks Screen)

Employee will click on the button and will land on the figure 4-32.

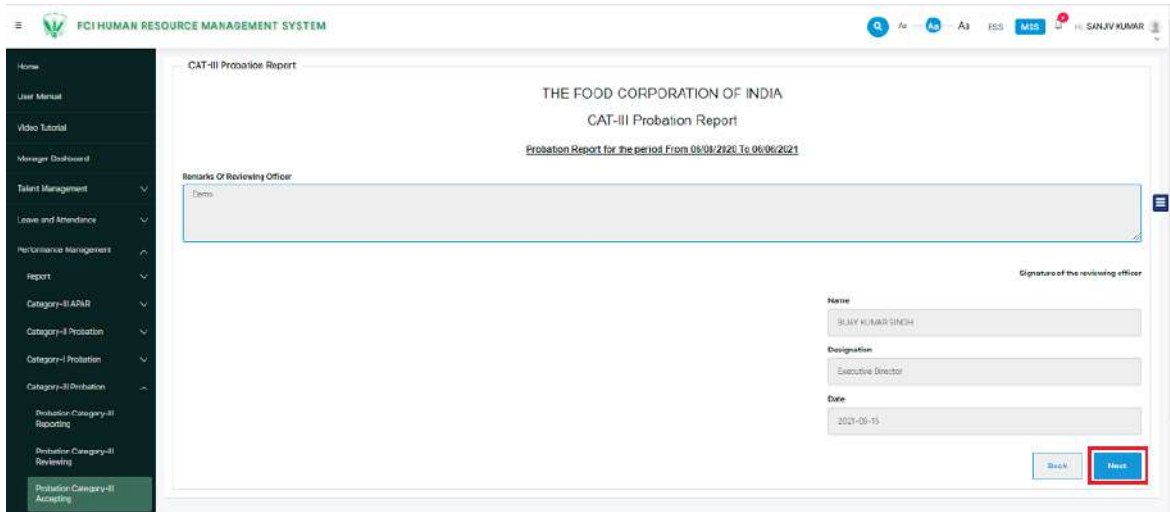


Figure 4-32 CAT-III Probation Report (Reviewing Officer Remarks Screen)

Employee will click on the **Next** button and will land on the figure 4-33.

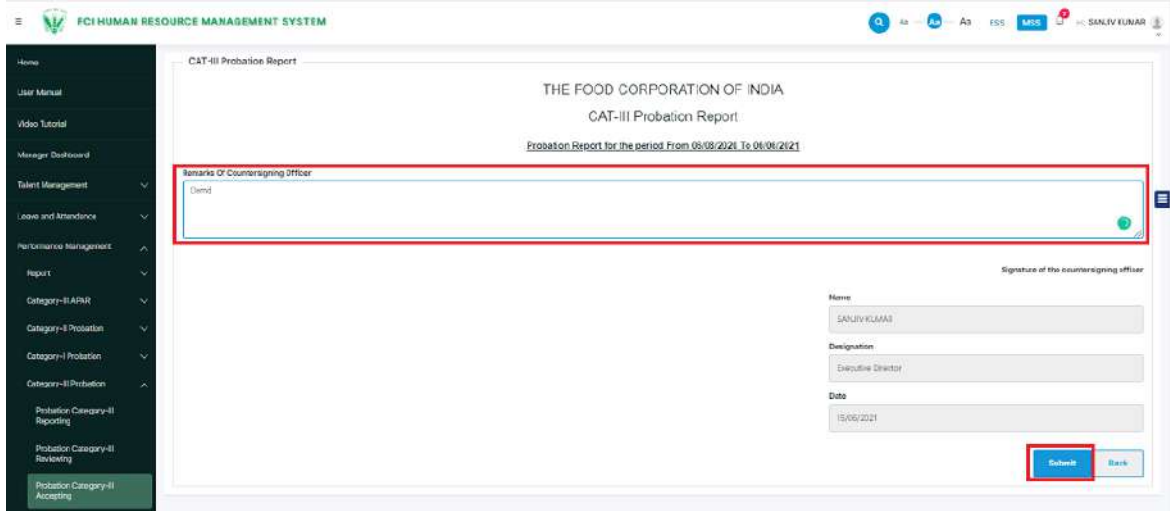


Figure 4-33 CAT-III Probation Report (Accepting Officer Remarks Screen)

The accepting officer will add the remarks and click on the **Submit** button. On submitting the success message shall be displayed on the Accepting officer screen.

The screen shall be displayed as:



4.4. CAT-IV Special Report

In case of the Category-IV employees, as there is no yearly APAR but a special report can be generated by the Reporting officer of that particular employee in some significant cases like promotion.

4.4.1. Navigation

Left Navigation: MSS>> Performance Management >> Category-IV>>Category-IV Special Report

4.4.2. Landing Page

Employee shall traverse the navigation as mentioned in Section 4.4.1. to reach the Reporting Officer Landing Page as shown in Figure 4-34.

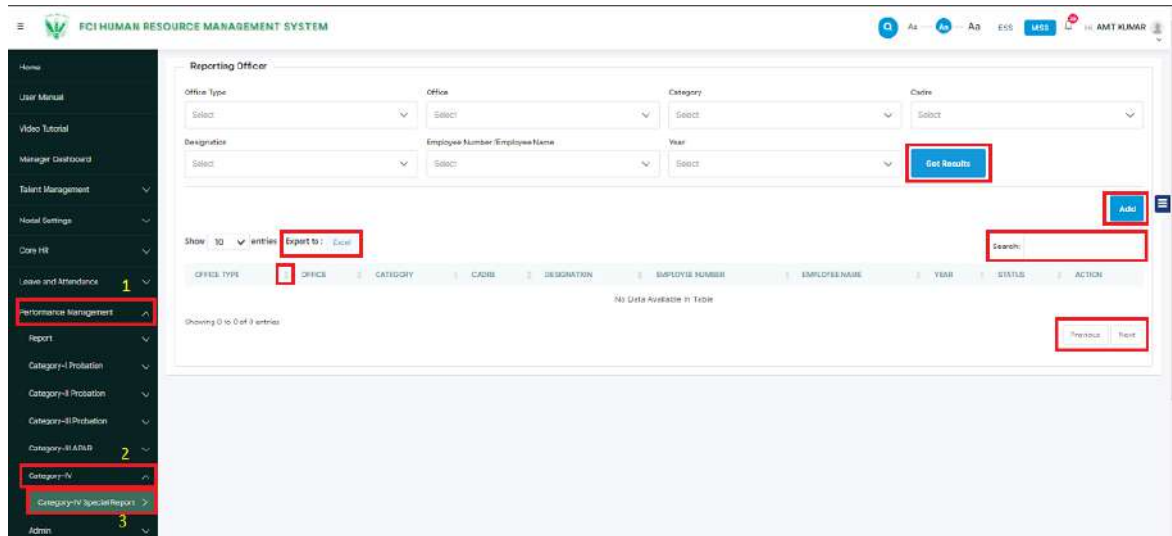


Figure 4-34 Reporting Officer

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **▲▼** to sort the table records in ascending order or descending order of entries.
- Click on **Previous 1 2 Next** to navigate table records

Click on **Add** to generate the special report as shown in figure 4-35.

SPECIAL REPORTS
OF CATEGORY-IV EMPLOYEES FOR THE
PURPOSE OF STAGNATION IMPACT AMELIORATION SCHEME 2020
FOR CATEGORY IV EMPLOYEES

Office Type	Office	Category	Code
HQ	HQ-Delhi	Category-IV	N2-Avalokite
Designation	Employee Number	Employee Name	Year
PCOI	150173	KAMLESH	2020

PART - I

Name: KAMLESH
Father's Name: PURUSHOTTAM
Designation: Peon
Age: 51
Date of Birth: 19/01/1970

Qualifications: OPDS
Office where he/she is presently working: HQ-Delhi
Period of report:

PART - II

Eventuality: Demo
Attendance In Uniform: Demo
Relationship With Colleagues And Superior Officers: Demo
Integrity & Honesty: Demo
Any Special/Meritorious Work Done During The Last One Year: Demo
General Remarks About Fitness For Promotion Etc: Demo

Eventuality: Demo
Knowledge & General Performance Of Work: Demo
Public Relation: Demo
Initiative: Demo

(The assessee has worked under the reporting officer)
From 14/06/2021 To 15/06/2021

Signature of the reporting officer

Name: SHEELA EDUNE TOGA
Designation: Manager
Date: 15/06/2021
Station: HQ-Delhi

Submit **Cancel**

Figure 4-35 Special Report

Reporting officer will search for that Category-IV employee and add the relevant remarks and click on the **Submit** button.

On clicking the success message will be displayed as:

Success Request has been submitted successfully

4.5. Employee Probation (Confirmation)

As soon as the accepting officer will submit the remarks for the probationary employee, that particular request will be transferred to the Manager (Personnel) of that particular office to raise that request for the approval and letter generation.

4.5.1. Navigation

Left Navigation: MSS>> Core HR >> Employee Probation >> Employee Probation

4.5.2. Landing Page

Employee shall traverse the navigation as mentioned in Section 4.5.1. to reach the Reporting Officer Landing Page as shown in Figure 4-36.

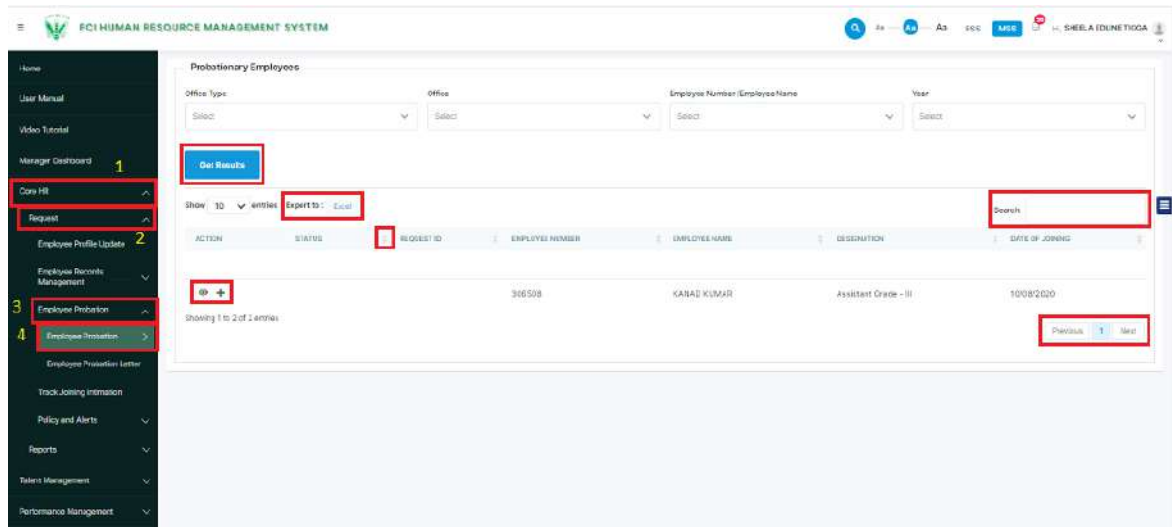


Figure 4-36 Probationary Employee

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous 1 2 Next** to navigate table records.

The manager personnel will click on the **+ icon** to initiate the request

4.5.3. Request for probationary employee

On clicking the **+ icon**, the request will be initiated as shown in figure 4-37.

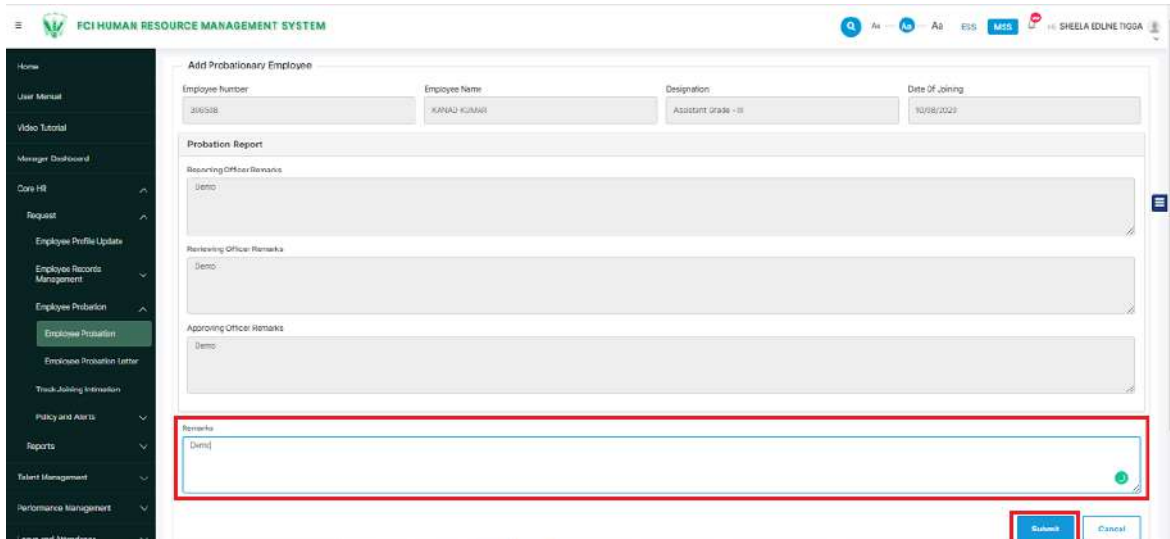


Figure 4-37 Add Probationary Employee

On adding the remarks, the manager (personnel) shall add the remarks and click on the **Submit** button.

On clicking the submit button the success message shall be displayed as:



4.5.4. Dispatch Request for probationary employee-Landing

The submitted request will be listed in the Dispatcher’s landing screen as shown in figure 4.38

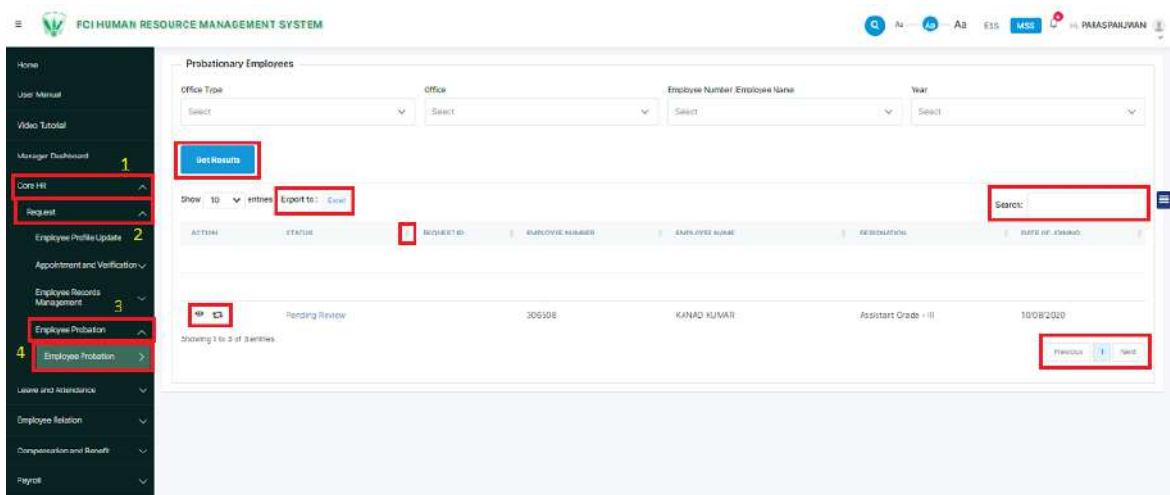



Figure 4-38 Probationary Employee Dispatcher Landing

Click on  to land on dispatch the request as shown in figure 4.39

4.5.5. Dispatch Request for probationary employee

Figure 4-39 Probationary Employee Dispatch request

Dispatcher shall be able to perform the following activities from the dispatch screen.

- Click on [View Action History](#) to view the action.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer].**
- Click on [Dispatch](#) to review the request and a success message will be displayed.

The success message will be displayed as:



4.5.6. Review Request for probationary employee-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in figure 4.40.

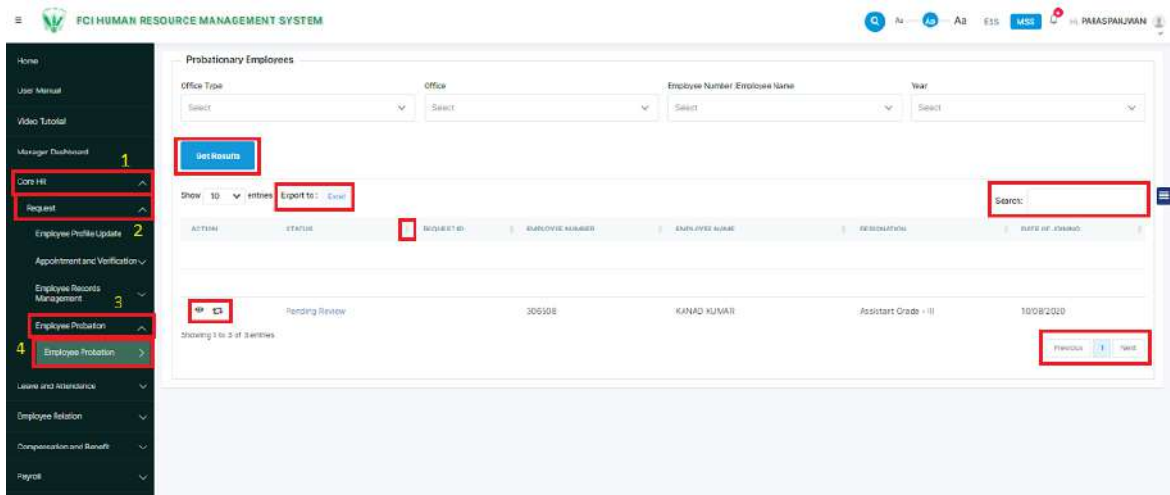



Figure 4-40 Probationary Employee Reviewer Landing

Click on  to land on dispatch the request as shown in figure 4.41

4.5.7. Review Request for probationary employee

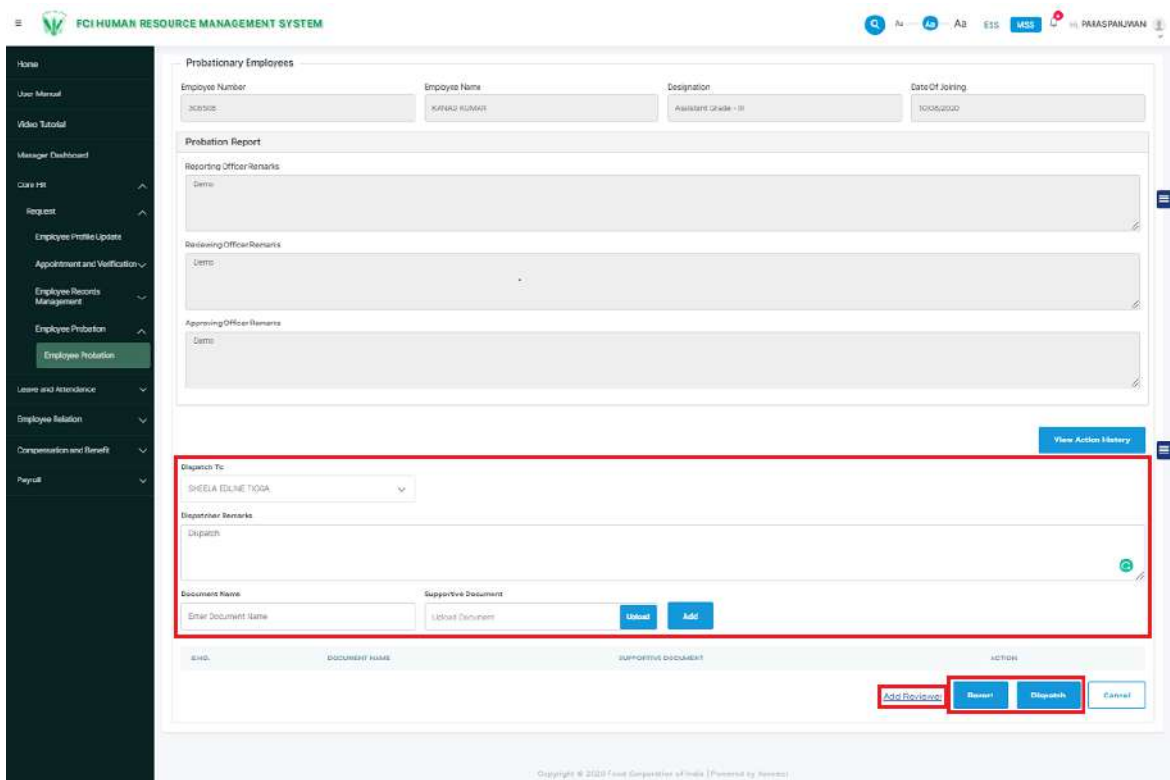
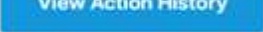




Figure 4-41 Probationary Employee Review request.

Reviewer shall be able to perform the following activities from the Review Page.

- Click on  to view the action taken on the request.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- [Selective Revert](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.2 for Selective Revert]**

- Click on  to review the request.
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

The success message will be displayed as:

Success! Request has been reviewed successfully.

4.5.8. Approve Request for probationary employee-Landing

The submitted request will be listed in the Approver's landing screen as shown in figure 4.42.

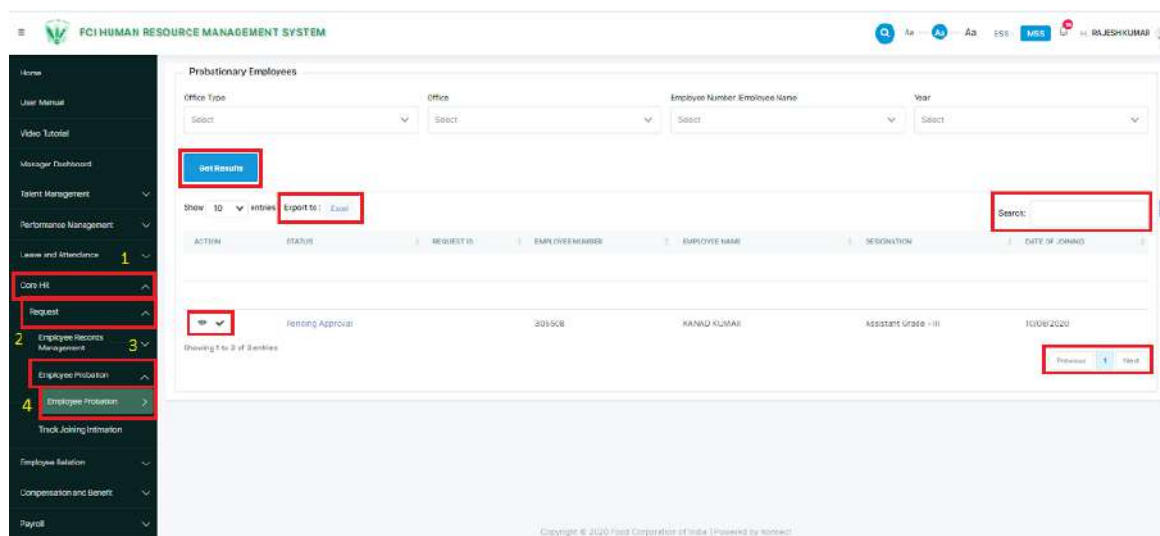



Figure 4-42 Probationary Employee Approver Landing

Click on  to land on dispatch the request as shown in figure 4.43

4.5.9. Approve Request for probationary employee

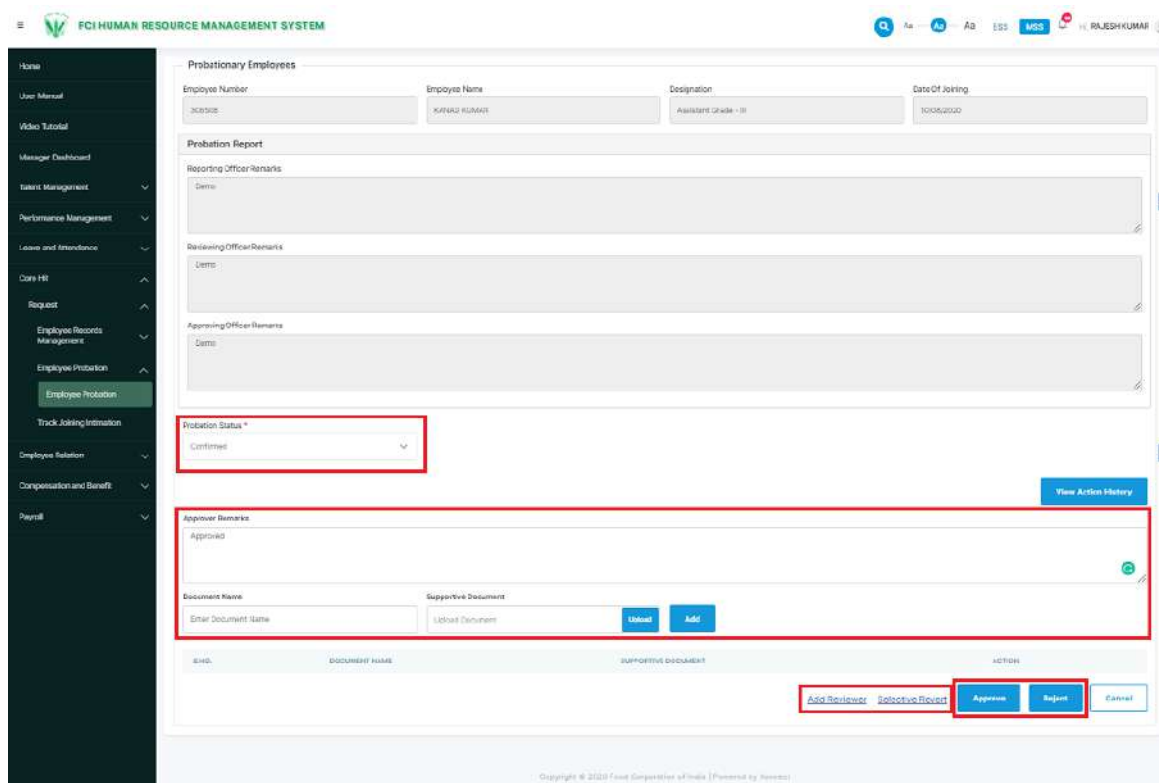
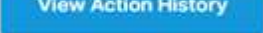




Figure 4-43 Probationary Employee Approve request.

Approver shall be able to perform the following activities from the Approval Page.

- Click on  to view the action taken on the request.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- [Selective Revert](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.2 for Selective Revert]**
- Click on  to approve the request.
- Click on  to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

The success message will be displayed as:



NOTE: File shall be forwarded to the concerned Reviewing / Competent Authority as per the delegation of power defined in DOP master. DOP master is the dynamic process to configure the file movement.

4.5.10. Employee Probation Letter Landing

On the approving of the request, the request shall be displayed to the manager (Personnel) for the generation of the letter as shown in the figure 4-44.

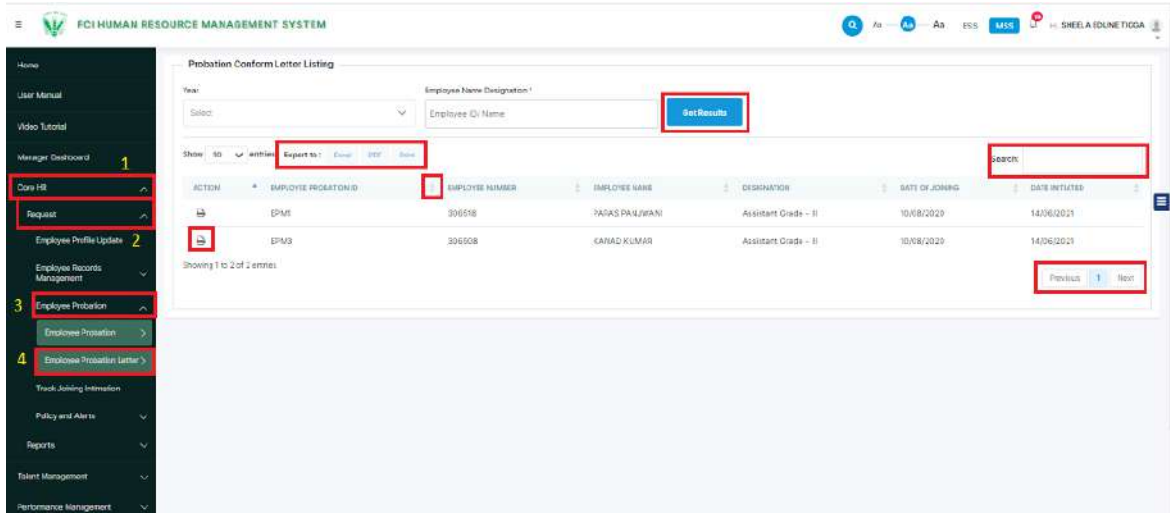


Figure 4-44 Probation Employee Letter Listing

On clicking the icon, manager shall be able to generate the letter

4.5.11. Employee Probation Letter Generation

On clicking manager will land on the letter screen as shown in figure 4-45.



Figure 4-45 Generate Office Order

On filling the relevant information, the manager shall click on the button. On clicking the manager will be redirected to the Aadhaar screen as shown in the figure 4-46.



Figure 4-46 Aadhaar Information

Manager shall update the required fields and click on the “Submit” button.

On clicking the success message shall be displayed as:



4.6. Define Probation Workflow

In case any of the probationary employees have wrong reporting, reviewing or accepting officer allocated there in the workflow, the correct one can be added or updated using this process.

4.6.1. Navigation

Left Navigation: MSS>>Nodal Settings>>Processes>>Probation Period Workflow

4.6.2. Landing Page

Employee shall traverse the navigation as mentioned in Section 4.6.1. to reach the Nodal Officer Landing Page as shown in Figure 4-47.

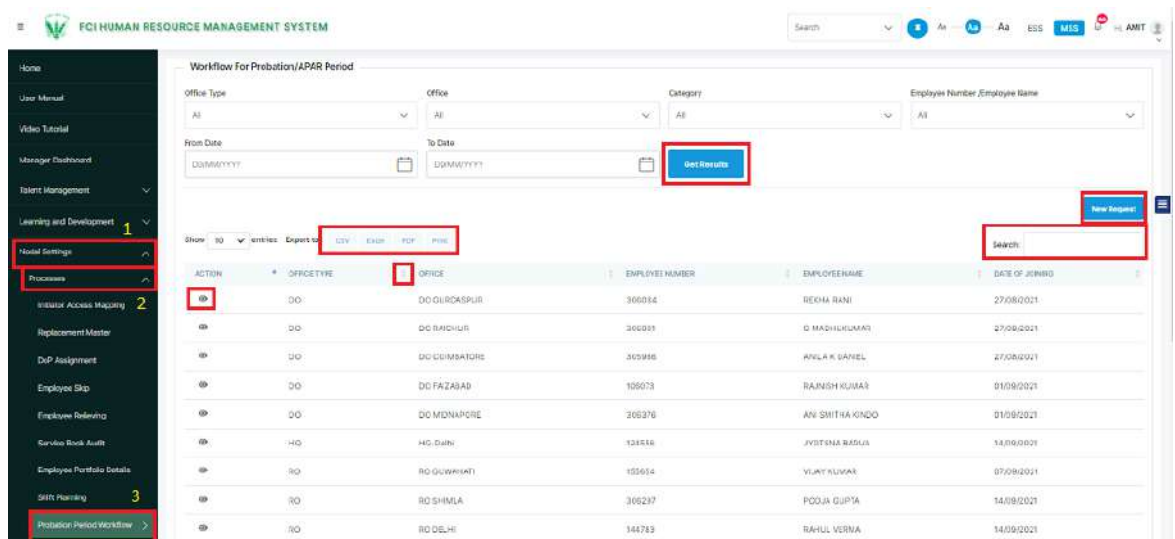


Figure 4-47 Probation Workflow

HRMS Employee shall be able to perform the following activities from the landing page:

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- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records

Click on **Add** to initiate the request as shown in figure 4-48.

The screenshot displays the FCI Human Resource Management System interface. The top navigation bar includes a search box, user profile (AMT), and system status (ESS, MSS). The left sidebar contains various menu items, with 'Performance Management' expanded to show 'Probation Period Workflow'.

The main content area is divided into two sections:

- Define Workflow For Probation/APAR Period:** This form includes fields for Office Type (HQ), Office (HQ/Delhi), Employee Number/Employee Name (SATISH KUMAR (172568)), Category (undefined), Designation (undefined), Division (undefined), Section (undefined), and Joining Date (undefined). Below this is the 'Reporting Officer' section with Employee Name (SATISH KUMAR (172568)) and a table showing one entry for 'PARDEEP SINGROHA' with dates '27/02/2021' and '01/08/2021'.
- Probation Period Workflow:** This section shows a form for adding a new entry with fields for Office Type, Office, Reporting Officer, From Date, and To Date. Below the form is the 'Reviewing Officer' section, which is currently empty, displaying 'No data available in table'.

Figure 4-48 Define Probation Workflow

Nodal officer will update or add the reporting, reviewing or accepting officer and click on the **Submit** button.

On submitting the request alert message will be displayed as a pop-up will the important message that “The changes will be reflected in the officer’s login after 24 hours of the updation.”

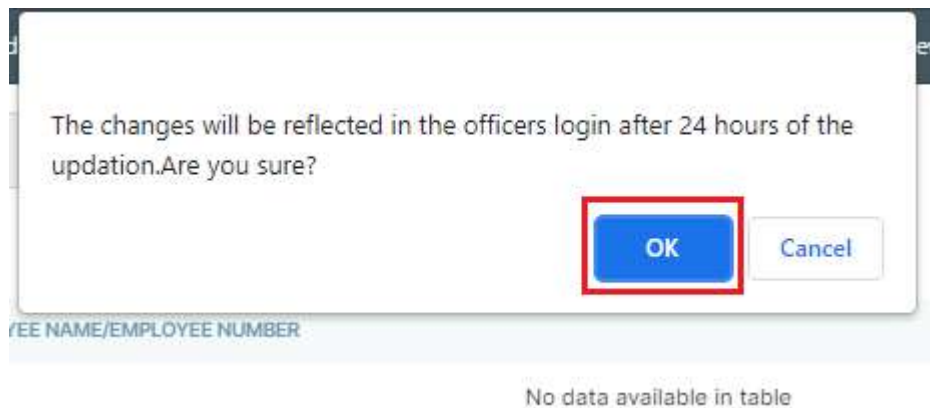


Figure 4-49 Alert Message

On clicking the success message will be displayed as:



5. Common Functionalities

5.1.1. Add Reviewer

Add reviewer is the functionality by which the competent authority can add an officer in case of additional recommendations or remarks while processing the requests initiated, either by an employee or on administrative grounds. The benefit of this functionality is

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that within a fixed delegation of power FCI users of personnel division account division and vigilance division can assign a request for clarifications to the needful authority.

To add an additional reviewer click on [Add Reviewer](#) link as shown below

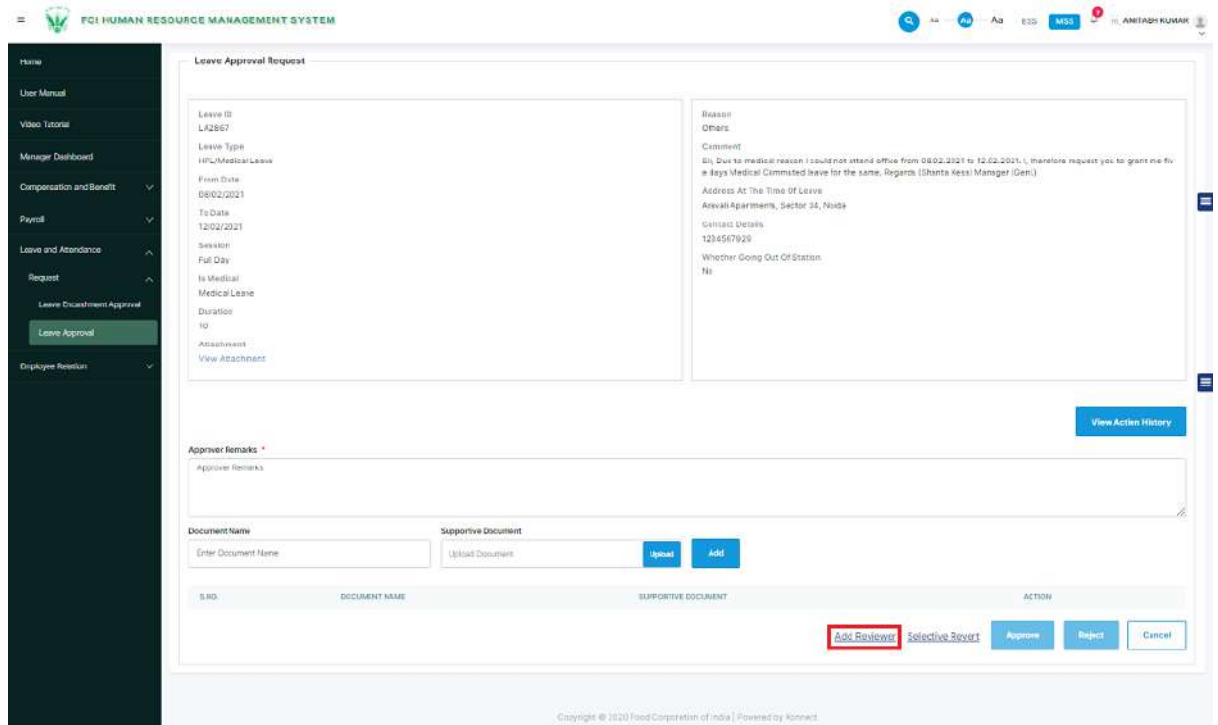


Figure 5-50: Initiate Add Reviewer

As the user clicks on Add Reviewer link as shown in Figure 5-47, then the user will navigate to the add reviewer detail page as shown in Figure 5-48

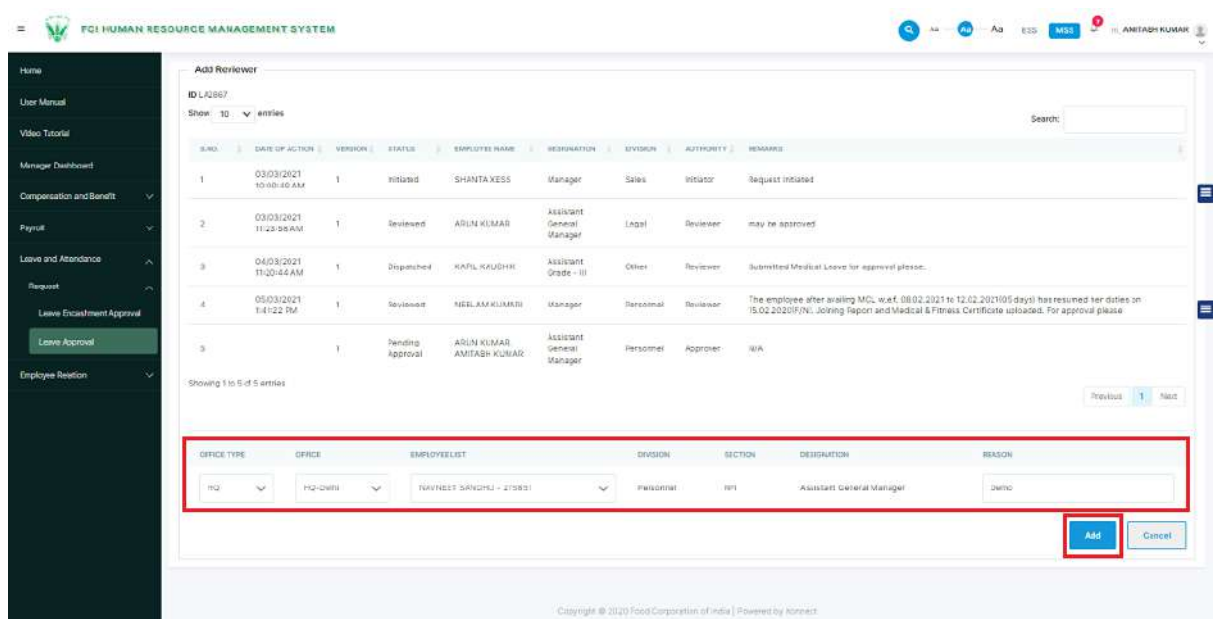


Figure 5-51: Add Reviewer

Enter the details of the concerned authority for clarification/recommendations and click

Add

on **Add** button to add the concerned authority as an additional reviewer. On addition the competent authority for the application will receive a success message as shown in Figure 5-49

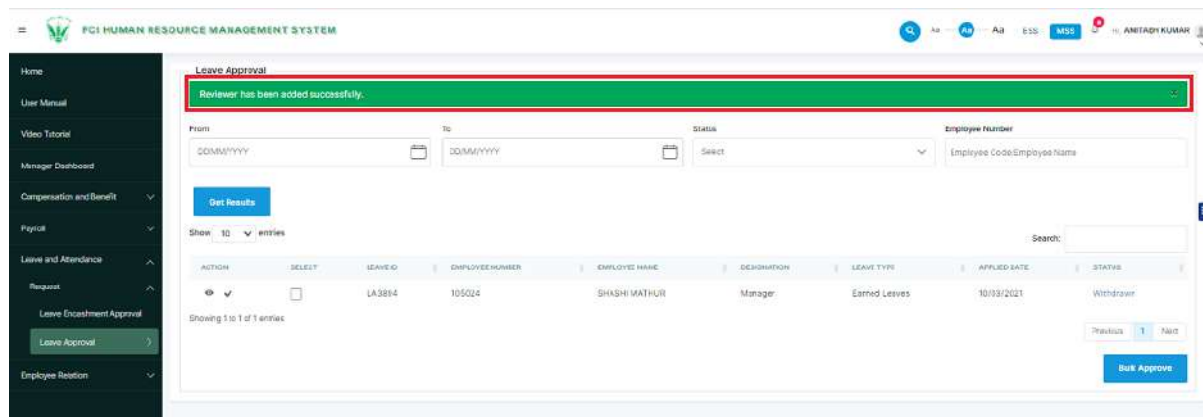


Figure 5-52: Reviewer Added Successfully

The success message will be displayed as:

Reviewer has been added successfully.

The concerned authority who has been added as an additional reviewer will receive the access and permissions of a reviewing authority for that particular request. Hence the additional reviewer will be able to either review or revert the request, such that on desired action the authority who added the additional reviewer will receive the decision along with recommendations which will get recorded in the action history for further perusal.

5.1.2. Selective Revert

Selective revert is the functionality by which competent authority can send back (Revert) the request to a specific authority who has already taken an action and is a part of the application review and approval process as per DoP. However, any authority who have been added as an additional reviewer will not able to perform this action. To revert the application to a previous authority click on select click on the Selective Revert link as shown below.

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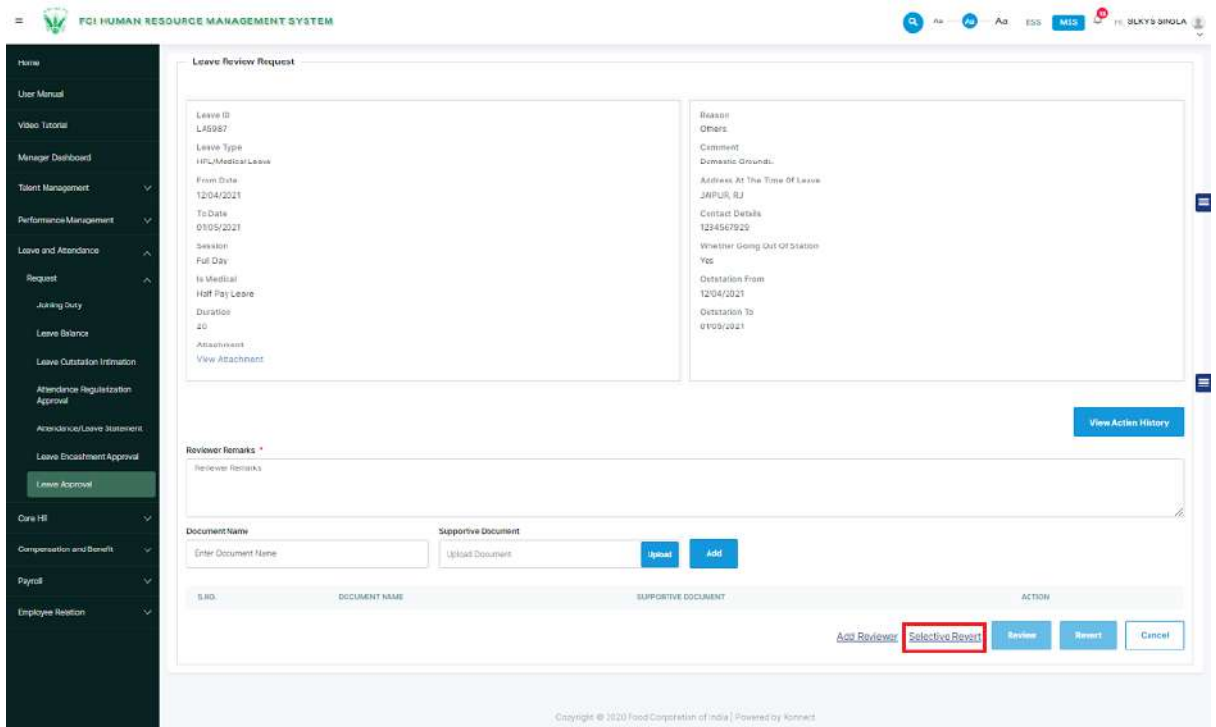


Figure 5-53: Initiate Selective Revert

The reviewing or approving authority will select the concerned user to whom the request is to be reverted as shown in Figure 5-51 and provide the remarks to justify the selective

revert and click on  button.

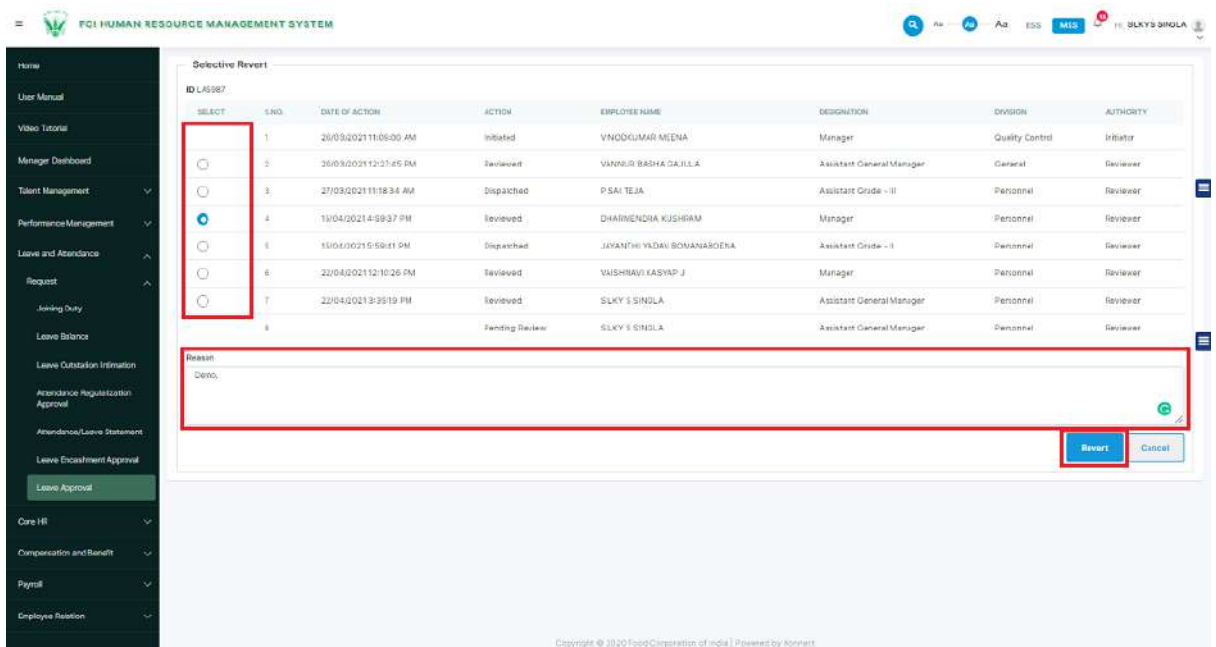


Figure 5-54: Selective Revert

On Click of revert the reviewing or approving authority will navigate to the landing page along with a success message as shown in Figure 4-52. Hence the application will be

pending for review with the selected authority for further perusal which will also reflect in action history.

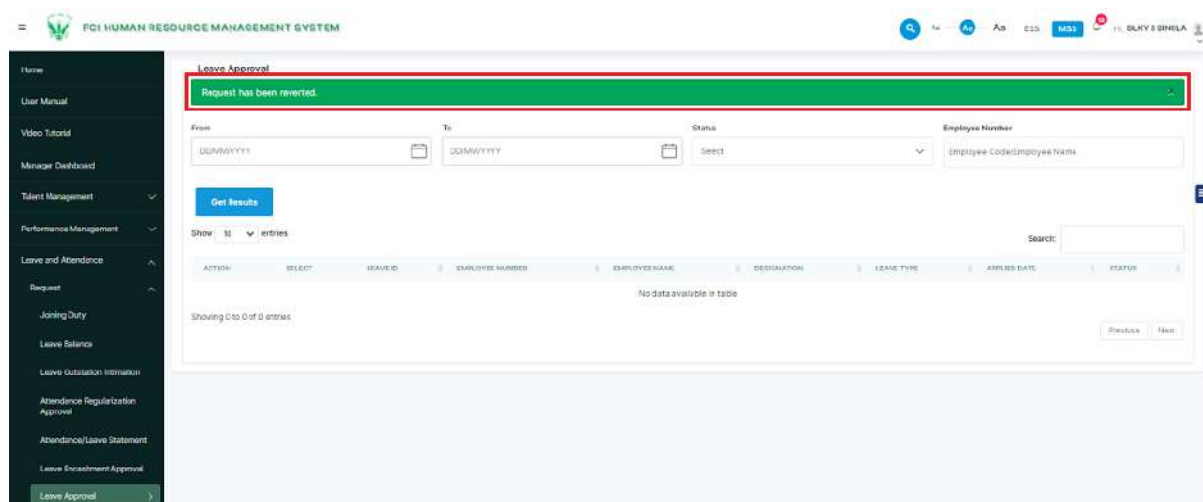


Figure 5-55: Selective Revert Successful

The success message will be displayed as:



6. Troubleshooting and Support

6.1. Error Messages

In reference to standard error messages that may appear in the application with respect to user and internet settings, the following status codes may reflect:

S.No.	Status Code	Description
1	100 Continue	Only a part of the request has been received by the server, but as long as it has not been rejected, the client should continue with the request.
2	200 OK	The request is OK.
3	201 Created	The request is complete, and a new resource is created
4	202 Accepted	The request is accepted for processing, but the processing is not complete.
5	203 Non-authoritative Information	The information in the entity header is from a local or third-party copy, not from the original server.
6	204 No Content	A status code and a header are given in the response, but there is no entity-body in the reply.
7	205 Reset Content	The browser should clear the form used for this transaction for additional input.
8	206 Partial Content	The server is returning partial data of the size requested
9	301 Moved Permanently	The requested page has moved to a new url.



10	307 Temporary Redirect	The requested page has moved temporarily to a new url.
11	400 Bad Request	The server did not understand the request.
12	401 Unauthorized	The requested page needs a username and a password.
13	403 Forbidden	Access is forbidden to the requested page.
14	404 Not Found	The server cannot find the requested page.
15	405 Method Not Allowed	The method specified in the request is not allowed.
16	406 Not Acceptable	The server can only generate a response that is not accepted by the client.
17	408 Request Timeout	The request took longer than the server was prepared to wait.
18	409 Conflict	The request could not be completed because of a conflict.
19	410 Gone	The requested page is no longer available.
20	415 Unsupported Media Type	The server will not accept the request, because the mediatype is not supported.
21	500 Internal Server Error	The request was not completed. The server met an unexpected condition.
22	501 Not Implemented	The request was not completed. The server did not support the functionality required.
23	502 Bad Gateway	The request was not completed. The server received an invalid response from the upstream server.
24	503 Service Unavailable	The request was not completed. The server is temporarily overloading or down.
25	504 Gateway Timeout	The gateway has timed out.
26	505 HTTP Version Not Supported	The server does not support the "http protocol" version.

Table 6.1: HTTP Status Error Codes

6.2. Frequently Asked Question

This section shall address some of the frequently asked questions which may arise in the HRMS application under different circumstances as mentioned in Table 5-2

S.No	Circumstance	Next Step
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1	Unable to Login to HRMS application	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
2	I am able to access the HRMS application but unable to access respective menu links	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
3	I am unable to see my profile information in HRMS application	Please contact the nodal officer, whether the data for the concerned employee has been migrated to HRMS application or not. If the data has not been migrated, then kindly fill the required form and submit. The information for the employee shall be visible in the HRMS within 2 working days. In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
4	I am unable to submit a request due to "Bad API Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
5	I am unable to submit a request due to "Unauthorized Access Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
6	I am unable to open the HRMS application in my web browser	Go to browser settings and clear the cache. Also to ensure the issue is resolved, please type %TEMP% using the run command to delete all cookies permanently. If the issue persists, then contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
7	I am unable to upload the documents in the HRMS application	Kindly check the file size as the HRMS application restricts document attachment till 5 MB (Except for Service Book). Also ensure that either .pdf or .jpeg files are uploaded as these are only supported. If the issue still persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
8	I am a competent authority but unable to see the review or approval icon in my listing	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in



9	Unable to open HRMS application in web browser	<p>Please note that the HRMS application is compatible with the following browsers only:</p> <ul style="list-style-type: none"> • Internet Explorer 11 and above • Google Chrome ver. 44 and above • Mozilla Firefox ver. 48 and above • Safari Browser ver. 5.1.7 and above <p>In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
10	Unable to install the HRMS mobile application in Android/iOS mobile	<p>Please note that the HRMS application is compatible with the following mobile OS versions:</p> <ul style="list-style-type: none"> • Android KitKat (Ver. 4.4) and above • IOS 12 and above <p>In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
11	I am unable to see the required information in the dropdowns and filters of HRMS application	<p>The issue that the intended information is not available for data entry might be because:</p> <ul style="list-style-type: none"> • Permission or Role not assigned for the employee. • Information has not been migrated into the HRMS application • Information has been modified after scheduled maintenance of HRMS application <p>Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
12	Information visibility as per organization hierarchy	<p>Employee posted in HQ shall be able to view the information of all employees posted in different FCI offices till DO level. However an employee posted in a ZO would only be able to view the details of all ROs and Dos falling within that zone. Similarly an employee posted in the RO office would only be able to access the information of all Dos falling within that RO. Finally a specific DO employee would only be able to see the information pertaining to the respective DO itself.</p> <p>Please crosscheck with the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
13	I am unable to generate an eSign or apply digital signature as a competent authority	<p>Please send an email along with the employee number, employee name and office to hrmssupport.fci@gov.in as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed.</p>

14	Unable to export or print the information in the HRMS Application	Please ensure that MS Office with latest updates is installed in the system and print settings are set to “Default”. In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
15	Biometric device is unable to recognize employee fingerprint.	To ensure that the employee does not lose any attendance, the HRMS application provides the “Attendance Regularization” feature via which attendance can be modified to “Present Status” based on the request made by the employee. However, in case the issue persists, then kindly contact the nodal officer for resetting the fingerprint and initiate a fresh fingerprint registration using the biometric device w.r.t. the employee number. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
16	The leave details in the HRMS application is incorrect	There can be circumstances that the migrated information from Service Book to HRMS application might be incorrect or undefined under rare circumstances. However, in such cases the “Leave Updation” process provided by the HRMS application shall allow the Personnel Division to update the Leave balance of the employee. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
17	Unable to generate MPIN for HRMS Mobile Application	Please crosscheck your mobile number that has been provided during the migration of information as the HRMS mobile application would verify the user based on SMS using OTP. In case the details are correct and the issue persists, then kindly drop an email along with the employee number, employee name, mobile number and office to hrmssupport.fci@gov.in
18	Unable to view my scanned service book in HRMS application	There can be circumstances that the migrated information and the scanned service book have not been linked in the HRMS during data migration. If so then kindly drop an email along with the employee number, employee name, mobile number and office to hrmssupport.fci@gov.in
19	I have setup a new DOP, but it is not reflecting in the system.	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
20	I have lost/damaged my mobile or PC.	In the event an employee has lost his mobile or damaged the PC, then the event is to be immediately informed to hrmssupport.fci@gov.in , so that the user profile could be made inactive preventing unauthorized access and protect sensitive information related to FCI work procedures.

Table 6.2: Troubleshooting and Next Steps

- Issues identified and formally received shall be addressed swiftly as per the support matrix.
- Corrections and improvements to the HRMS application shall be disbursed based on application updates which shall be performed during system maintenance, to ensure employees can work during the operating hours.

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- HRMS mobile application shall receive regular updates only in the event of any reported issues which have been fixed.

7. 6 Helpdesk

Please contact us on: support-hrms@kellontech.com for more information/help.